

Position description

Position Title:	Accounts Assistant
Team:	Support Services
Reports To:	Finance Manager
Direct Reports:	nil
Position Type:	Part time (fixed term 12 months)
Required Hours:	12 hours per week
Location:	GIVIT Head Office, Milton or Remote (work from home office)
SCHADS Pay Level:	Level 2
Effective Date:	July 2026

Position summary

The purpose of the Accounts Assistant role is to provide high-quality accounting support to the Finance Team. The role is responsible for the accurate and timely processing of donations, purchasing and expense transactions, and facilitating relief purchases.

The Accounts Assistant must be able to work both independently and collaboratively and follow company policies and procedures to support the position. Tasks require a very high level of accuracy and attention to detail, along with the ability to prioritise and meet required timeframes and deadlines. Collaboration across all teams within GIVIT is required for the role and the Accounts Assistant will be able to build relationships and communicate effectively with internal stakeholders across the organisation.

Key responsibilities

Function	Task
Accounts Receivable	- Daily end to end processing of financial donations including: - Reconcile daily online donations made on the GIVIT portal to donations recorded in MYOB, investigating any discrepancies. - Enter financial donations received from all payment gateways, giving fund portals and direct bank transfer into MYOB and the GIVIT portal. Reconcile donations received via giving portals to analysis by appeal. - Issue tax receipts for manual donations. - Record tax invoices for pledged donations in MYOB. - Ensure donations are cleared and reconciled weekly. - Understand and keep abreast of the GIVIT portal appeals and the corresponding MYOB Job/Categories.
Accounts Payable	- Daily end to end processing of administration and relief purchases payments - Record all relief payments in MYOB, including relief voucher purchases and reconcile to the purchase record in

	the GIVIT portal ensuring the GIVIT fund allocation and MYOB Job are consistent. • Back-up support for uploading of prezzee transactions to MYOB
Administration	• Monitor and manage accounts@ inbox. • Respond to donation queries received via info@ • Manage and maintain required filing processes in One Drive. • Data-entry and reconciliation of bank transactions for Admin-related expenses and collation of receipts from various cardholders.
Workplace Culture & Safety	• Live the GIVIT Vision, Mission, Purpose, and role model GIVIT values, in a commitment to high performance in all aspects of work. • Actively participate in GIVIT team meetings, communications, and collaborative initiatives. • Adhere to and comply with GIVIT's policies and procedures, demonstrating pride and professionalism in their application. • Support RAP implementation through community engagement, relationship-building with Aboriginal and Torres Strait Islander stakeholders, and by promoting inclusive and culturally safe practices in all programs and communications. • Foster a safe and supportive work environment by engaging with health and safety practices, listening to colleagues, promoting wellbeing, and taking proactive steps to care for your physical and mental health. • Demonstrate a commitment to diversity, equity, and inclusion by actively contributing to a culturally safe and inclusive workplace that values diverse perspectives, backgrounds, and experiences.

GIVIT Values & Expected Behaviours

All GIVIT team members are expected to demonstrate the following values:

Function	Behaviours
Lead with Heart	Demonstrate kindness, empathy and patience in all interactions with colleagues, partners, donors and communities.
Dare to Innovate	Embrace new ideas, remain curious, and support continuous improvement through learning and adaptability.
Do What's Right	Act with honesty, fairness and accountability. Follow policies, meet obligations and speak up when something does not align with GIVIT values.

Make it Matter

Focus on meaningful outcomes, show pride in impact, and prioritise work that delivers positive change for people and communities.

Skills & knowledge

Qualifications, Experience and Technical

- Competent application of MYOB
- Competent application of Office 365 Suite

Personal

- Personal alignment with GIVIT's Purpose, Mission, Vision, and Values.
- Proven interpersonal skills with the ability to collaborate effectively and develop good working relationships.
- Excellent communication, both verbal and written.
- Excellent personal work ethic with a thorough understanding of confidentiality and privacy.
- Positive outlook, use initiative to achieve results, and commitment to continuous improvement.
- Proven attention to detail and time management skills.
- Flexibility to adapt to different tasks and undertake other responsibilities or activities as necessary to achieve GIVIT's objectives.

Mandatory requirements

- Australian Work Rights
- Current (within last 6 months) Clear Australian Police Check
- Drivers Licence (if applicable)

Our Commitment

When you join GIVIT, you become part of a community that values kindness, empathy, integrity, respect and impact. We are committed to providing a workplace free from discrimination, bullying and harassment, where people feel safe, supported and proud of the difference they make every day.