Are you an accountant with several years experience, and interested in doing a little volunteering?

FebFast is seeking the pro bono support of an experienced commercial or management accountant to provide accounting service and support for a few hours on a monthly basis.

FebFast is a registered charity that invites people to sacrifice their alcohol intake during the shortest month of the year, and at the same time raise funds to support the reduction of alcohol and other drug related harms in young people.

The organisation was founded two years ago by an RMIT MBA graduate and member of the RMIT GSB Alumni.

**Position description**

Reporting to the FebFast CEO, you will be responsible for preparing monthly management accounts for FebFast including:

- summary of transactional records,
- ledger entries (MYOB),
- reconciliation to subsidiary systems and supporting documentation, and compliance with accounting principles.

You would also be responsible for liaising with the CEO, Board and Audit and Risk Committee as required. The organisation will also require you to provide commentary and advice in relation to:

- financial performance,
- working capital management,
- commercial arrangements,
- accounting treatments, and taxation treatment.

FebFast would also appreciate your assistance in the preparation of:

- BAS returns for lodgement, and with the preparation of any taxation returns as required,
- Annual accounts for the FebFast Annual Report.

**Competencies / Skill Category**

- Strong commercial acumen
- Knowledge of General Accepted Accounting Practice
- Experience with relevant tax regimes (Income tax, GST, etc)
- Double entry Accounting and bookkeeping processes
- Computer based reporting systems (MYOB)
- Proficiency in Microsoft Office (Excel, Word, PowerPoint)

**Level of Expertise Required**

- 3 - 5 years of relevant bookkeeping and accounting experience
- Ability to work with a minimum of supervision

**Estimated Total Pro Bono Time Required**

Given the annual nature of FebFast’s fundraising efforts, the time required to support this activity will vary seasonally. The annual fundraising campaign generally receives donations from January through to the end of March.

Your monthly commitment is likely to be 3 - 5 hours to process transactional records, and prepare monthly financial reports for the FebFast Board. In addition, allow an extra 15 hours in total, spread across peak times during the year, such as Jan – Jun.

**Location**

Work may be completed remotely (ie from your home or office) subject to arrangements with regard to infrastructure and communications. Alternatively you may wish to work from our office in Fitzroy.

Appropriate for Book keepers, management accountants, junior auditors.

Contact FebFast for further information

Fiona Healy – phone 0433 426 661 or email Fiona@febfast.com.au