

EAST TIMOR HEARTS FUND

Australians supporting a
healthy Timor-Leste

Position description – Bookkeeper (Voluntary)

Position title: Bookkeeper

Reporting to: The bookkeeper reports to the Operations Manager with guidance provided by Finance Manager (Voluntary) and CEO.

Hours: Approximately six hours per week; three hours in the East Timor Hearts Fund office in La Trobe Street in Melbourne and three hours remotely/flexibly.

Location: East Timor Hearts Fund office in La Trobe Street, Melbourne. A computer and administration support will be made available at the East Timor Hearts Fund office however when working remotely the position holder will be expected to use their own equipment including computer, printer and internet.

Position type: Voluntary, ongoing.

Overview of East Timor Hearts Fund

East Timor Hearts Fund is Australia's only medical NGO dedicated to providing life-saving heart surgery in Australia for young people from Timor-Leste (East Timor), as well as heart-health education, prevention and research projects.

East Timor Hearts Fund's activities include heart screening conducted by visiting volunteer medical teams three times a year in Timor-Leste; life-saving heart surgery for 10-20 patients a year in Australia; and surgical missions to Timor-Leste (first paediatric surgical mission conducted in February-March 2018).

The organisation is expanding into research, prevention and education activities to tackle the root causes of poor heart health in Timor-Leste. These include a preventative penicillin program in Timor-Leste, education and awareness activities with health practitioners and training scholarships in Australia. In October 2016 East Timor Hearts Fund coordinated a landmark rheumatic heart disease prevalence study with Timorese and Australian health and research partners. The results were published in the Medical Journal of Australia in April 2018 and form a platform for advocacy and action on rheumatic heart disease in Timor-Leste.

The organisation's work program is underpinned by a three-year strategic plan. More information is on the website at www.easttimorheartsfund.org.au/what-we-do/.

East Timor Hearts Fund was established informally in September 2010 and incorporated as a company limited by guarantee in August 2012. It is registered with the Australian Charities and Not for Profits Commission and has tax endorsements from the Australian Tax Office, including DGR.

In addition to the part-time CEO, East Timor Hearts Fund has a part-time operations manager. A large team of volunteers undertake many of the tasks involved in running the organisation, including financial and accounting services, marketing and patient support and clinic administration, in addition to medical services carried out by volunteers.

East Timor Hearts Fund is supported by partners including Toll Remote Logistics, law firm Russell Kennedy, Northern Oil & Gas Australia and leading Australian health organisations including Barwon Heath, MonashHeart / Monash Health, Royal Melbourne Hospital and Eastern Heart Clinic and Prince of Wales Private Hospital in New

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South Wales. In Timor-Leste the organisation operates under a formal MOU with the Ministry for Health and delivers services in partnership with local NGO Maluk Timor.

Purpose of role

ETHF is looking for a volunteer bookkeeper to become part of our growing team. Reporting to the CEO and Operations Manager, your role includes managing all accounts receivable, accounts payable and General Ledger functions according to the needs of the business.

In particular, you will be responsible for monitoring, reconciling and maintaining all accounts as well as generating financial reports. The Bookkeeper is also expected to work together with the CEO in financial analysis, cashflow projection, procedures and policies. This role may include other reasonable duties to support optimum running of the office from time to time.

Skills and attributes:

We are looking for someone who has:

- Minimum of 3 years' experience in bookkeeping
- Ability to reconcile accounts
- Advanced computer skills, including Xero, Excel and the full Microsoft Office Suite.
- Competence in double entry accounting and procurement software.
- High level of attention to detail and strong pattern recognition skills.
- Professional and friendly attitude to colleagues and industry contacts
- Good communication skills both written and verbal
- Experience working with small volunteer organisation (desirable).