



**POSITION TITLE:** Bookkeeper  
**LOCATION:** CANBERRA  
**LAST UPDATED:** October 2018

**ABOUT THE ROLE:** Due to some good news within our Finance Squad we find ourselves with a vacant position, maternity leave cover. The successful candidate will be working alongside the CFO and a Financial Accountant. The responsibilities of the role include, but are not limited to: accounts payable, bank and credit card reconciliations, payroll and superannuation processing, BAS, PAYG withholding, payroll tax, staff leave reconciliation and general administrative tasks.

### **ORGANISATIONAL CONTEXT**

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PSMA Australia is a recognised leader in the development and delivery of high-value, high-quality geospatial data. Our data products and services enable government and industry to deliver increasingly sophisticated location-based solutions. Consequently, the organisation plays a vital role in Australia's digital economy and the spatial information sector.

The objective of PSMA Australia is to maximise the value to the nation from access to our location resources. As a burgeoning area, this includes promoting location information knowledge, expertise and technology both in Australia and overseas.

In a dynamic and fast-paced environment, where technology and spatial data usage is rapidly evolving, PSMA continues to demonstrate it can provide fundamental infrastructure for a digital world. We are currently expanding to take advantage of these emerging opportunities in the broadening application of geospatial data and technologies.

Importantly, we need you to be a role model of PSMA values and enhance our already impressive [team culture](#).

### **ORGANISATIONAL VALUES**

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To achieve our best as a team while staying strong and united, we're driven by a culture program where our values drive our behaviours. These foundational values are:

- RESPECT for our people
- PASSION for what we do
- LEADERSHIP courage to be adventurous with ambiguity
- KNOWLEDGE through professional development and mentoring.

This team culture, combined with a focus on equality and diversity in the workplace, makes PSMA a great place to work.

## KEY RESPONSIBILITY AREAS

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- Role model PSMA Values
- Accounts Payable – Accurate coding and data entry of bills, and prepare accounts for payment in a timely manner
- Monthly reconciliations including: bank accounts, debtors and creditors control accounts, GST control accounts, travel and corporate credit card accounts
- Process fortnightly payroll and monthly superannuation returns
- Prepare monthly Business Activity Statements (BAS) and payroll tax returns
- Maintain the filing system of financial documents
- Perform other administrative and finance related duties as directed.
- Promote the PSMA Brand and Culture

## INTERPERSONAL SKILLS

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- Ability to build strong relationships at all levels
- Ability to plan, prioritise and organise work within an agile environment
- Willing to work in a culturally diverse environment
- Prepared to work both independently and collaborate as part of a team

## QUALIFICATIONS AND EXPERIENCE

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- Minimum 2 years' experience in bookkeeping
- Demonstrated experience in MYOB Advanced ERP System ( Highly Desirable)
- Strong verbal and written communication skills
- Excellent attention to detail
- Proficient computer skills (Microsoft Office applications)
- Intermediate Microsoft Excel skills

Are you ready to join us?

