

Cottonwood Learning – Bookkeeper & Admin Role

We are looking for a Xero guru to join our dynamic team. The ideal candidate will have a strong background in bookkeeping, administrative tasks and at least one year experience with using Xero Accounting programs.

Cottonwood Learning is a leading professional development business dedicated to the support and empowerment of educators and teachers to enrich their teaching practice through nature pedagogy. Our primary business is providing PD to early childhood services, primary schools, both as Public Calendar events and in house at centres/schools. We specialise in nature play and bush kindy.

We also provide nature play/bush kindy programs for children on southern Gold Coast.

We are looking for a motivated part time Bookkeeper/Admin to join our team. The successful applicant will manage 2 key areas;

1. Manage and coordinate all financial matters of business
2. Manage and administrate all the professional development events.

This is a part-time role, approx. 15 hours a week but may grow in time. Flexible work hours with office in Southern GC and some 'at home' arrangements.

Essential Competencies:

- Extensive knowledge in Xero.
- Extensive knowledge using Excel & Word is a must.
- Highly attentive to details.
- Excellent communication skills
- A collaborative team player with a proactive and can-do attitude.
- Ability to handle multiple priorities and deadlines.
- Demonstrated ability to solve problems collaboratively and creatively.
- Proficient in computer applications relevant to finance, event management and administration.
- Strong verbal and written communication and interpersonal skills
- Professionalism in all dealings with clients
- Qualification or training in admin, accounting etc

Tasks and Responsibilities:

- Responsible for the bookkeeping and accounting of various clients.
- Accounts payable & receivable, payroll, end of month reconciliation and reporting.
- Preparation of BAS and superannuation lodgements.
- Annual reconciliations including Workcover, GST, PAYG, superannuation and other accounts as required.
- Knowledge of TPAR, Payroll Tax & Workcover estimates is highly preferred.
- Data entry for events into event platform and website.
- Manage attendee registrations, cancellations, and substitutions.
- Coordinate refunds and payments related to event attendance.
- Prepare any attendance register materials as needed.
- Ensure supplier and event services are organised including venue and catering where required.
- Coordinate logistics for events of facilitators including travel arrangements and accommodation bookings.
- Assist in creating event timelines and schedules to ensure smooth execution.
- Develop and maintain strong relationships with key stakeholders including venues, caterers, and clients.
- Contribute innovative ideas for improving client experiences.

Job role is Level 3 under Clerks Award and will start on casual rate.