



**Stonnington Symphony Inc
Bookkeeper**

Stonnington Symphony is a not-for-profit community orchestra operating in and with the support of the City of Stonnington. It is a membership-based organisation that receives some funding from the City of Stonnington, and presents 3 concerts each year in the Malvern Town Hall, as well as a free outdoor concert. The Bookkeeper is a vital volunteer role, that requires an ongoing commitment of approximately 4 hours each month. This role would suit an aspiring professional, a professional with an interest in orchestral music or a semi-retired accountant. Knowledge of current accounting practices, and ATO regulations is essential, as well as excellent communication skills.

- Records all purchases, receipts and payments into MYOB on a timely basis
- Provides general accounting support to the Treasurer and General Manager in preparing various financial reports as requested, including quarterly BAS statements
- Assists in the design and implementation of an organised system of filing the Orchestra's books and records
- Identifies improvements to the Orchestra's record keeping processes and procedures

Stonnington Symphony is able to offer some in-kind recompense for the Bookkeeper in the way of concert tickets, and advertising space.

For more information about the Stonnington Symphony, please go to our website www.stonningtonsymphony.org.au

If you are interested in this position, please contact the Business Manager on 03 9510 5257 or email admin@stonningtonsymphony.org.au