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## Bookkeeper (part-time)

### TO APPLY:

1. Read the information below, which outlines the position description, skills required (selection criteria) and terms and conditions of employment.
2. Complete your application by including:
  - (a) **A brief cover letter or email**
  - (b) **Answers to the questions in Section 4, write one page, at most, for each question**, including your relevant knowledge, skills, training and experience. You can give specific examples where you have used your skills and abilities that relate to specific criteria. If you fail to address any criteria it will be assumed that you do not meet it.
  - (c) **A copy of your resume/curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Sex work experience is an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the selection and interview panels.
  - (d) **At least two referees including one who can confirm your sex work experience**, including name, email, and/or telephone contact details, who can be contacted for a confidential verbal reference.
3. Email your application to: [jobs@respectqld.org.au](mailto:jobs@respectqld.org.au)

**Applications close 8 February 2026**

**Note: if you are interested in the position but unsure whether you meet the selection criteria or you require reasonable adjustments to complete your application please call the CEO on 0451 149 782 to discuss.**

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Role:</b>	Bookkeeper
<b>Classification Level:</b>	SCHCADS (Social Community Home Care and Disability Services) Industry Award 2010, Level 5.1, \$51.00 per hour with above Award leave entitlements and salary packaging available
<b>Location/s:</b>	Respect Inc office Meanjin (Brisbane)
<b>Status of Position:</b>	Permanent Part-time, 15 hours per week (with the availability of extra hours at end of financial year)

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### (1) About Respect Inc

Respect Inc provides peer-based services to, and advocacy for, sex workers in Queensland.

We provide peer education, information, events, workshops and support programs to Queensland sex workers regardless of gender, age, location, industry sector, legal status, cultural background or linguistic abilities, as well as providing a formal medium to communicate sex worker issues and concerns so as to improve the rights and respond to the workplace health and safety needs of our peers. More specifically, we provide:

- regular and reliable safer spaces for sex worker drop in, in four locations in Queensland
- information, education, peer support, events, workshops, advocacy and referrals
- outreach to regional and isolated sex workers
- sales of inexpensive safer sex products (condoms, lubes etc.)
- allied health services network development
- sex worker community development
- general community education
- policy advice to government

Given the nature of the work we do, the successful applicant will be required to sign a legally binding confidentiality agreement that will remain in force for the period of employment as well as after leaving our organisation.

**(2) Purpose of the position**

The Bookkeeper will ensure the accurate and timely processing, record-keeping, balancing and reporting of Respect Inc accounts using the MYOB Software. The role contributes to ensuring the organisation meets its legal and contractual obligations in relation to financial reporting and record-keeping. This position works under the direction of the CEO and Operations Manager.

**(3) Primary Duties and Responsibilities**

The Bookkeeper role will use MYOB AccountRight and other spreadsheets to undertake accurate and timely processing, record-keeping and reporting of Respect Inc's financials including, but not limited to:

- Payroll processing and superannuation reporting and payment
- Payables data entry and payments
- Invoicing and stock control
- Monthly financial reports and file management on Google Drive
- Reconciliation of bank accounts and petty cash accounts
- End of month entry & finalisation processes including journal entries
- Preparation of financial reports for committee and funding acquittal
- Budget calculations and preparation
- Preparation and reporting to ATO for IAS, BAS reports etc
- End of financial year and audit processing and preparation
- Program back-up and document version control
- Undertake other duties as directed by the CEO and Operations Manager.

All work is to be undertaken using work practices that protect confidential content including organisational and employees' information.

**(4) Key Selection Criteria (please address each of these, with a maximum one page per Criteria).**

Essential Criteria

1. Previous or current sex work experience and knowledge of issues impacting sex workers.
2. Demonstrated understanding of basic accounting and bookkeeping principles.
3. Demonstrated ability to use the computer accounting system MYOB for data entry, payroll processing, bankfeeds, bulk payments, inventory and report generation OR a strong bookkeeping knowledge combined with strong computer skills and willingness to learn new skills and the MYOB accounting system.
4. Ability to handle confidential information with integrity and discretion.

5. Demonstrated organisational skills including good problem-solving skills, attention to detail and the ability to deliver consistent accuracy.
6. Excellent time management and ability to work to tight deadlines.
7. Ability to take direction, work independently as required and take ownership of tasks.
8. Experience working effectively in a team environment and managing conflict or differences in the workplace.

Sex workers who are transgender, gender diverse, Aboriginal, Torres Strait Islander and/or living with HIV are encouraged to apply.

#### **(5) Terms and conditions of employment**

This is a permanent part-time position. Staff are employed under the SCHCADS (Social Community Home Care and Disability Services) Industry Award 2010. This position will be paid at Level 5.1 at \$51.00 per hour.

#### **Acknowledgement of Country**

Respect Inc would like to acknowledge the Traditional Custodians of the lands on which our offices are located and Elders, past and present. They are the Yirrganydji People and the Yidinji People, the Gunganji People and Tjapukai People of Gimuy (Cairns), the Turrbul People and Yaggera people of Meanjin (Brisbane), the people of the Yugambeh Language Group, the Kombumerri People, and the Ngandowal People and Minjungbal People of the Bundjalung Nation.

We stand in solidarity with Aboriginal and Torres Strait Islander peoples and respect their strength and resilience in the face of ongoing colonisation.

“If you have come here to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us work together.”

– Lilla Watson, Gangulu Nation