

# Bookkeeper agreement and description

**This workshop employment agreement is between:**

**TaT Service Center** 51 James Street, Rozelle NSW 2039

and

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**Commencement:**

1 July 2012

**Position:**

Bookkeeper

**Remuneration:**

\$00,0000.00 per annum

Plus 9% Superannuation – total \$00,000.00

Wages are paid every Friday by direct debit

**Working hours:**

7.30am to 5.30pm Thursdays

Breaks: one hour per day

**Termination of employment:**

Employment may be terminated by you or TaT Service Centre subject to two weeks notice in writing, or payment in lieu of notice. TaT Service Center reserves the right to dismiss without notice or payment in lieu of notice for just cause. For the purpose of this paragraph 'cause' shall cover:

- dishonesty
- willful disobedience or non-compliance with the terms of this letter
- failure to comply with any lawful orders or instructions given by TaT Service Center
- incompetence or negligence in the performance of your duties
- bankruptcy
- conviction of any criminal offence reflecting on your character, integrity or reputation in the community in which you work
- use of drugs prohibited by law
- consumption of alcohol to a level which, in your employer's opinion, adversely affects your ability to perform you duties.

**Reports to:**

Proprietor, Jim Brown

Service manager, John Dunn

**Key duties and responsibilities:**

Perform bookkeeping duties which include:

- process supplier invoices for payment
- process banking
- reconcile business accounts
- prepare monthly Profit and Loss
- prepare weekly financial dashboard
- prepare weekly labour review
- manage debtors
- manage payroll
- process time sheets
- maintain staff records including annual and sick leave
- prepare employee tax remittance
- prepare BAS and PAYG
- liaise with accountant
- update proprietor on progress daily

All staff at the TaT Service Center work together as part of a team, with each team member being responsible for their own activities and each must be relied on to assure the best result from a team effort.

Any behaviour or actions that risk letting the team down will not be received well by the rest of the team.

Any issues, problems or suggestions should be brought to the attention of the head technician, service manager or proprietor.

By signing this agreement, you signify your understanding of the conditions of employment and accept all the above terms and conditions of employment.

This agreement will be reviewed in July each year at your annual appraisal.

This agreement is strictly confidential and its contents must not be disclosed to any other employee. Any such disclosure will result in immediate termination of employment.

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Jim Brown  
Proprietor

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Technician