

## JOB HIGHLIGHTS PACK

<b>Role:</b>	<b>Accounts Officer</b>
<b>Department:</b>	Finance & Group Services
<b>Reports to:</b>	Financial Controller
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	6 months Fixed Term, Full-time (Maternity Leave Cover)

### ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”  
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

The Accounts Officer is part of the Finance Team, which is responsible for supporting the Chief Financial Officer (CFO) and Financial Controller (FC) with all general accounting functions; including Accounts Receivable and Payable, Bank Reconciliations and General Ledger Reconciliations. This role will be expected to contribute in any of these areas. The secondary area of focus is assisting with the processing of the fortnightly payroll, accounting transactions, bookkeeping, record management, reporting and administration.

Please see the attached Position Description at the end of this pack for detailed key responsibilities and outcomes of this position.

### ESSENTIAL SELECTION CRITERIA

1. Experience in bookkeeping, accounts processing, purchasing, or similar relevant discipline.
2. Proficient interpersonal and communication skills to develop good working relationships with internal and external customers.
3. Proficient organisational skills including ability to manage competing priorities and deliver to agreed specifications.
4. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY’s overall strategies.
5. Attention to detail and an ability to identify errors
6. Proficient in Excel, word processing and computing skills including the use of Microsoft Office programs along with the ability to use document management systems.

### DESIRABLE SELECTION CRITERIA

1. Post-secondary qualification or equivalent experience in bookkeeping, or accounting or other relevant discipline;
2. Previous knowledge of challenges faced by Yawuru people and the Yawuru community as a whole

## BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Access to Lynda.com online training

## LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>



## APPLICATION PROCESS

Applications should be sent electronically to [recruitment@yawuru.org.au](mailto:recruitment@yawuru.org.au) and addressed to:

Manager Human Resources and Organisational Development  
Nyamba Buru Yawuru  
PO Box 425  
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/ CV

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9609.

Applications for this position close **5.00pm Monday 11<sup>th</sup> November, 2019.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Accounts Officer	Broome, Western Australia	Financial Controller / Chief Financial Officer

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#### LINE MANAGEMENT RESPONSIBILITIES

- Nil

#### COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY Management team
- Finance Team
- NBY Staff
- External clients and government, private and NFP service providers, funders and business partners

#### KEY RESPONSIBILITIES

##### ACCOUNTING SUPPORT (in conjunction with Finance Team)

- Generate purchase orders and creditor invoices for NBY and associated entities as required, efficiently, accurately and on time.
- Process and monitor Debtors transactions and follow up on outstanding items
- Reconcile accounts for NBY and related entities, including bank accounts, credit cards, debtor accounts and petty cash.
- Assist with processing of payroll, related reconciliations including Superannuation and ATO payments when required.
- Assist with the preparation of activity statements and other Financial reports.
- Ensure all financial records are systematically managed in accordance with relevant NBY policies and processes and legislative requirements;
- Assist CFO & FC with preparation and distribution of management accounts and reports and others as directed;
- Assist the CFO & FC to develop and maintain processes and systems re Creditor and Debtor accounts, Purchase Orders and Asset Management,
- Provide excellent customer service when handling enquiries relating to accounts payable, payroll and following up accounts receivable;
- Diligently maintain the work load and workspace to ensure a clean, professional and safe work environment;
- Assist in the induction of new staff and foster positive professional relationships with team members and clients.
- As required, provide support for other Administration staff and various NBY functions;
- Any other duties as directed by the CEO, COO, CFO or FC.

### INDIVIDUAL COMMITMENT

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours;
- Work collaboratively with management and staff across the business in support of NBY's strategic objectives;
- Maintain a professional approach in the workplace;
- Conform to NBY's conditions of employment, code of conduct, and organisational policies and procedures;
- Adhere to relevant legislative requirements including and not limited to the taxation and financial legislation, Fair Work Act, Workplace Health and Safety Act and the EEO Act;
- Commit to continually identify and participate in opportunities for improvement.

### KEY OUTCOMES OF THIS POSITION

#### ACCOUNTING SUPPORT

- Support is provided to the CFO & FC to enable achievement of strategic objectives;
- NBY's accounts are accurate, up to date in compliance with relevant policies and legislation;
- Positive rapport and effective working relationships have been developed with internal and external customers.

#### INDIVIDUAL COMMITMENT

- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies;
- All activities are subject to a demonstrated cycle of continuous improvement.

### ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Experience in bookkeeping, accounts processing, purchasing, or similar relevant discipline.
2. Proficient interpersonal and communication skills to develop good working relationships with internal and external customers.
3. Proficient organisational skills including ability to manage competing priorities and deliver to agreed specifications.
4. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.
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### DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Post-secondary qualification or equivalent experience in bookkeeping, or accounting or other relevant discipline;
2. Previous knowledge of challenges faced by Yawuru people and the Yawuru community as a whole

### PRE-EMPLOYMENT REQUIREMENTS

1. National Police Clearance
2. C Class Driver's License