

## JOB HIGHLIGHTS PACK

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<b>Role:</b>	<b>Financial Accountant</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>	Permanent, full time

### 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

NBY is seeking an experienced Financial Accountant, reporting to the Financial Controller, as part of our finance/accounting team. You will perform delegated commercial/finance and accounting tasks while contributing to the efficient running of the function.

### ESSENTIAL SELECTION CRITERIA

1. CPA or ACA professional qualification
2. 3-4 years professional or commercial post degree experience
3. Knowledge of AASB Standards / IFRS
4. Advanced MS Excel skills
5. Proven time management and organisation skills to meet tight deadlines
6. Positive “can do” attitude and a strong team orientation
7. Demonstrated culturally sensitivity
8. Knowledge & understanding of FST, FBT and PAYG regulations

### DESIRABLE SELECTION CRITERIA

1. Expertise in the use of Sage/MYOB and other ERPs
2. Working knowledge of grant funding recording and reporting mechanisms.
3. Understanding of commercial legal issues such as trusts and contracts.
4. Experience in an Indigenous community-controlled organisation and/or a Not-For-Profit.

## 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



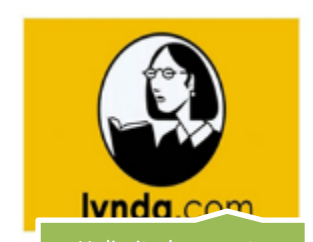
Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited 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.org.au>

<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:

Human Resources  
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 9600.

Applications for this position close at **4.30pm Friday 21<sup>st</sup> August 2020**.

POSITION	LOCATION	REPORTING RELATIONSHIP
Financial Accountant	Broome, WA	Reports to the Financial Controller

#### ORGANISATIONAL CONTEXT

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#### PRIMARY FUNCTION

The Financial Accountant is responsible for overseeing the operational staff of the Finance Department, and performing delegated commercial/finance and accounting tasks while contributing to the efficient running of the function.

#### SUPERVISION RESPONSIBILITIES

- Finance Team (Accounts Officers, Payroll Officer, Bookkeepers)

#### COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- Financial Controller and CFO
- NBY Management team
- NBY Staff
- External stakeholders as required

#### KEY ACTIVITIES AND TASKS

##### FINANCIAL ACCOUNTING AND REPORTING

- Ensure timely closing off month end for all entities in the group including JVs by due date and prepare financial statements in compliance with generally accepted Accounting Policies and Accounting Standards for review by FC.
- Review all balance sheet reconciliations/ Intercompany reconciliations/ Bank (Operating Account Fortnightly / Other bank – EOM) prepared by Bookkeepers / Finance Officers for approval by FC
- Ensure that EOM intercompany balances are agreed with corresponding balances.
- Prepare Month end unexpended grant reconciliation for review by FC.
- Review all Journal’s above the threshold for the approval of FC and CFO and maintain Audit folder with journals and supporting paperwork.
- EOM Review of general ledger for abnormal/ unusual entries & entries in suspense Account and correct them as required.
- Assist the FC in the preparation of timely monthly management accounts and be able to provide executive team members with up-to-date “on-call” reports of various Projects.
- Contribute to the continuous improvement of report-design in order to meet management and Board needs
- Ensure records are up to date, so that accurate “on-call” reports can be provided to management in order to assist in planning and decision-making
- Provision of primary records and supplementary reconciliations to assist in the preparation of annual General Purpose Financial Statements and working papers for auditing purposes
- Prepare General Purpose Financial Statements for the EOY Audit

##### MANAGEMENT REPORTING

- Assist FC with compiling variance analysis and other financial reports for EOM Board meeting
- Liaise with Finance Officer in relation to timely following up outstanding debtors and preparation of debtors age analysis with commentary for Board reporting.

- Liaise with AP officer in relation to timely payment of outstanding creditors and preparation of creditors age analysis with commentary for Board reporting.

#### **GRANT ACQUITTAL AND REPORTING**

- Assist FC in with financial acquittal reporting
- Prepare timely Grant Acquittal Statements in accordance with the various and specific requirements of each funding agencies' terms and conditions of grant.

#### **ACCOUNTS PAYABLE / PAYROLL**

- Review all AP payments for approval by FC/CFO
- Review AP related Internal control in relation to approval of supplier invoices, accounting to correct account/ job code /amount /date, payment of supplier invoices on time and recommend any improvement for review by CFO/FC
- Review all fortnightly pay runs and payroll journals with supporting paperwork for approval by FC & CFO
- Review Payroll related internal control and recommend any improvement for review by CFO/FC
- Attend to queries raised by Payroll and AP officers and provide timely advice

#### **ACCOUNTS RECEIVABLE**

- Review AR related Internal control in relation to timely raising customer invoices, accounting to correct account/ job code /amount /date on time and recommend any improvement for review by CFO/FC
- Liaise with Finance Officer and ensure that overdue debt is collected on time and customer disputes are resolved on time

#### **TAX AND BAS REPORTING**

- Liaise with the external accountant and tax agent and provide information in relation to BAS, IAS and FBT, Tax lodgement.
- Send all GST, PAYG data to external tax consultant for processing Quarterly BAS and Monthly IAS.
- Liaise with FC/CFO in relation to signing off BAS /IAS for lodgement.
- Setting up payment for IAS /BAS in the Banking portal and submit for approval by FC/CFO

#### **FINANCIAL INFORMATION SYSTEMS**

- Supervise the bookkeeper and assist in the accounting, payroll, debtor, creditor, superannuation, asset management and financial record-keeping systems.
- Ensure the timely meeting of obligations to suppliers, funding agencies, tax and other statutory bodies
- Ensure timely recording of revenues and expenditures, prepayments and accruals so as to maintain the integrity of the General Ledger and be able to provide accurate and timely reports
- Maintain and improve financial information systems in order to produce accurate and timely reports and transparent records.
- Maintain primary and subsidiary records of all financial systems and sub-systems whether electronically or otherwise in a manner sufficient to produce information quickly, support accounting transactions, be auditable and in a secure fashion
- Oversee reconciliations of key General Ledger balances such as Cash at Bank, Debtors, Creditors, Accruals, Prepayments, Capital Expenditure to Depreciation Schedules, Salaries to Tax Office returns, Superannuation paid/accrued to payroll records, and any other key reconciliations in order to "prove" General Ledger balances
- Assist in the development of annual divisional budgets and periodic forecasts.
- Assist in a review of the software currently used by the company (MYOB) and in any subsequent review and recommendation of new software or ERP systems.

#### **SUPERVISION AND TEAMWORK**

- Oversee and supervise work of Accounts Payable, Payroll and Accounts Receivable staff
- Collaborate and contribute to the general team environment and to management and staff meetings.
- Actively participate in team and personal development.
- Implement any CFO strategic and operational planning to the finance team
- Provide coaching and mentoring to staff within the finance team as required
- Relieve for the Financial Controller during periods of leave.
- Anticipate future challenges likely to impact the delivery of Finance services and develop strategies which contribute to achieving NBY's goals
- Promote the continuous improvement of NBY's finance systems and activities

- Build and sustain an organisational culture in alignment with NBY's values
- Operate in a collegiate way across the organisation in order to share and leverage expertise

#### **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 Fair Work Act, Workplace Health and Safety Act and the EEO Act
- Continuously identify opportunities for improvement.
- Perform any other duties as directed by the FC or CFO

#### **KEY OUTCOMES OF THIS POSITION**

##### **FINANCIAL ACCOUNTING AND REPORTING**

- NBY's financial reporting are timely and accurate and comply with all legal and tax requirements and any inconsistencies are effectively reported to the FC

##### **FINANCIAL INFORMATION SYSTEMS**

- Financial information systems are maintained accurately demonstrating a high attention to detail

##### **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 relevant activities are subject to a demonstrated cycle of continuous improvement

#### **ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES**

1. CPA or ACA professional qualification
2. 3-4 years professional or commercial post degree experience
3. Knowledge of AASB Standards / IFRS
4. Advanced excel skills
5. Proven time management and organisation skills to meet tight deadlines
6. Positive "can do" attitude and a strong team orientation
7. Demonstrated culturally sensitivity
8. Knowledge & understanding of FST, FBT and PAYG regulations

#### **DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS**

1. Expertise in the use of Sage/MYOB and other ERPs
2. Working knowledge of grant funding recording and reporting mechanisms.
3. Understanding of commercial legal issues such as trusts and contracts.
4. Experience in an Indigenous community-controlled organisation and/or a Not-For-Profit.

#### **PRE-EMPLOYMENT REQUIREMENTS**

1. Current 'C' Class driver's licence
2. National police clearance