

## JOB HIGHLIGHTS PACK

<b>Role:</b>	<b>Finance Officer (Payroll)</b>
<b>Department:</b>	Finance
<b>Reports to:</b>	Financial Controller
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Part-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

The Executive Strategy, Research & Policy leads the development and delivery of strategic policy frameworks, research initiatives, and government relations that advance the organisation's mission, advocacy agenda, and long-term goals. This role drives evidence-based decision-making, policy reform, and strategic positioning that aligns with cultural governance, economic development, and community-led outcomes.

### ESSENTIAL SELECTION CRITERIA

1. Experience (5+ years) in payroll, bookkeeping, accounts processing, 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. 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 payroll, bookkeeping 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



Unlimited access to GO1 training platform

### Salary Packaging

Salary packaging is a government incentive that allows you to use money that previously would have been paid as tax to pay for the items which you have chosen to salary package. Spending pre-tax dollars from your salary will decrease the stated gross income on your Payment Summary (group certificate) and increase your take home pay. As a registered Charitable Institution, eligible NBY employees can salary package up to \$15,900 per year for everyday expenses. Every day expenses may include your mortgage or rent, bills, shopping and petrol.

As Broome is considered a Remote Area, additional benefits may also apply. For further information refer to the AccessPay websites <https://accesspay.com.au/salary-packaging/>

## 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 16,222, 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) including a cover letter addressing the selection criteria and your CV.

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600 and ask for Bronwyn Clark, Manager Human Resources & Organisational Development.

Applications for this position close at **5:00pm 25 June 2025**

**NBY reserves the right to close this vacancy prior to the advertised closing date if a sufficient number of suitable applications are received.**

POSITION	LOCATION	REPORTING RELATIONSHIP
<b>Finance Officer (Payroll) Part-time</b>	<b>Broome, Western Australia</b>	<b>Financial Controller</b>

## ORGANISATIONAL CONTEXT

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## PRIMARY FUNCTION

The Finance Officer (Payroll) is responsible for delivering end to end payroll processing and support to NBY, whereby providing reliable, efficient and accurate processing of the fortnightly payroll, accounting transactions, bookkeeping, record management, reporting and administration. In addition to payroll duties, this position is responsible for various other reconciliation tasks. The role is also required to provide backup for the processing of general accounting functions as required.

LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>NBY Executive Management team</li> <li>Finance Team</li> <li>NBY Colleagues</li> <li>External clients and government, private and NFP service providers, funders and business partners</li> </ul>

## KEY RESPONSIBILITIES

### PAYROLL

- Process the fortnightly payroll for NBY and associated entities as required, efficiently, accurately and on time;
- Ensure employees are paid in accordance with their contracts of employment, in accordance with relevant Award;
- Meet Superannuation, Salary Sacrifice and ATO payments and obligations;
- Maintain immaculate payroll records and filing;
- Assist with the preparation of monthly, quarterly and annual reporting, including but not limited to Activity Statements, FBT, audit;
- Prepare & process Payroll journals (including but not limited to accruals and inter-related entities journals).

### OTHER

- Prepare bank reconciliations;
- Prepare monthly reconciliation of rental properties;
- Produce purchase orders as/when required;
- Assist with funding/grant acquittals;
- Reconcile accounts and undertake cross-checking of financial transactions and reports to ensure high levels of accuracy;
- Assist with the preparation and distribution of management accounts and reports and others as directed;
- Assist with the development and maintenance of finance related policies, procedures and forms;
- Assist with the development and maintenance of NBY’s Accounting and Payroll systems, in line with NBY’s policies, procedures and relevant legislation;
- Provide excellent customer service to staff, clients and other stakeholders in line with NBY’s vision, mission and values, handling enquiries relating to accounts and payroll and following up accounts receivable;
- Diligently maintain the work load and space 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;
- Any other duties as directed by FA, FC and the NBY Executive Management team.

### 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;
- Commit to continually identify and participate in opportunities for improvement.

### KEY OUTCOMES OF THIS POSITION

#### ACCOUNTING SUPPORT

- Support is provided to the FC and NBY Executive Management team to enable achievement of strategic objectives;
- NBY's accounts are accurate, up to date and compliant with relevant policies, procedures 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 (5+ years) in payroll, bookkeeping, accounts processing, 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. 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 QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Post-secondary qualification or equivalent experience in payroll, bookkeeping 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

### CERTIFICATION

Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.

Payroll Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_