

JOB HIGHLIGHTS PACK

Role:	Finance Officer (Accounts)
Department:	Finance & Group Services
Reports to:	Financial Controller
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Permanent, Part-time (0.6FTE)

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 Finance Officer (Accounts) is responsible for delivering end to end bookkeeping processes and support to NBY, whereby providing reliable, efficient and accurate processing of accounts payable (creditors), accounts receivable (debtors), purchase orders, bank and general ledger reconciliations. The role is also required to provide backup for the processing of the fortnightly payroll, accounting transactions, bookkeeping, record management, reporting and administration as required.

IDEAL CANDIDATE

You will be a strong team player with an ability to keep the busy Finance team functioning effectively, have input into improvements, an eye for detail but an ability to see the bigger picture

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. Excellent 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 with an ability to identify errors and find solutions to problems
6. Proficiency in MYOB or similar accounting system.
7. 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



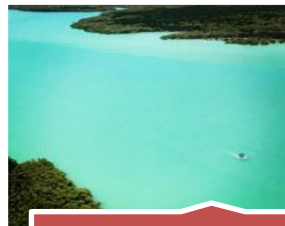
Active Social 'Binda Binda' (Butterfly) Club



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 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. Address to the Selection Criteria
4. 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 **5pm Friday 7th May 2021**.

POSITION	LOCATION	REPORTING RELATIONSHIP
Finance Officer (Accounts) FTE 0.6	Broome, Western Australia	Group Financial Controller
ORGANISATIONAL CONTEXT		
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LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES	
<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • NBY Executive Management team • Finance Team • NBY Colleagues • External clients and government, private and NFP service providers, funders and business partners 	
KEY RESPONSIBILITIES		
ACCOUNTING SUPPORT <ul style="list-style-type: none"> • Processing of all Supplier/Creditor functions (including but not limited to Purchase Orders, Supplier Invoices, statement reconciliations, payments) for NBY and associated entities, efficiently, accurately and adhering to credit terms; • Processing of all Customer/Debtor functions (including but not limited to raising Sales Invoices, Debtor management, receipts) for NBY and associated entities, efficiently, accurately and timely; • Process general journals (including but not limited to accruals and inter-related entities journals); • Assist with funding/grant acquittals; • Prepare bank, credit card and petty cash reconciliations; • Process daily takings from Mabu Mayi Café; • Produce purchase orders as/when required; • 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 Purchase Order systems, in line with NBY’s policies, procedures and relevant legislation; • Assist with the development and maintenance of systems to ensure timely and efficient management of NBY’s assets, such as vehicles, phones, computers, and other items, in line with NBY’s policies and relevant legislation; • Ensure records are systematically managed in accordance with relevant NBY policies and processes; • 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 FA, 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

8. Experience in bookkeeping, accounts processing, purchasing, or similar relevant discipline.
9. Proficient interpersonal and communication skills to develop good working relationships with internal and external customers.
10. Excellent organisational skills including ability to manage competing priorities and deliver to agreed specifications.
11. Ability to work within a team, demonstrating flexibility and a willingness to actively contribute towards achieving NBY's overall strategies.
12. Attention to detail with an ability to identify errors and find solutions to problems
13. Proficiency in MYOB or similar accounting system.
14. 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 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