

JOB HIGHLIGHTS PACK

Role:	Group Accountant
Department:	Corporate/Finance
Reports to:	Financial Controller
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	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

The Group Accountant is responsible for supporting and co-ordinating the Finance team in all accounting functions for the NBY Group, with the goal of preparing accurate, compliant, and timely reporting to Management.

ESSENTIAL SELECTION CRITERIA

1. Tertiary qualification in Commerce, Business, or Accounting.
2. CA or CPA qualified, with at least 2 years relevant accounting experience.
3. High level of accuracy and attention to detail.
4. Highly developed interpersonal and communication skills.
5. Ability to multi-task, prioritise competing tasks and meet reporting deadlines.
6. Reliable, punctual, efficient, and self-motivated.
7. Proficient skills in Microsoft Office tools.

DESIRABLE SELECTION CRITERIA

1. Knowledge of barriers 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:

An Attractive Salary package plus 11.5% Superannuation is offered.

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 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 **5pm** on **21 November 2024**.

POSITION	LOCATION	REPORTING RELATIONSHIP
Group Accountant	Broome, Western Australia	Financial Controller
ORGANISATIONAL CONTEXT		
<p style="text-align: center;"><i>“Making mabu liyan real for all, always”</i> <i>People, land, culture, prosperity</i></p> <p>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 helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.</p>		
PRIMARY FUNCTION		
<p>The Group Accountant is responsible for supporting and co-ordinating the Finance team in all accounting functions for the NBY Group, with the goal of preparing accurate, compliant and timely reporting to Management.</p>		
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"> • Prepare Management Accounts (including variance analysis) and other reports as directed (including but not limited to month-end and year-end reporting obligations); • Management of the Payroll, Accounts Payable and Accounts Receivable functions; • Ensure ATO compliance reporting is completed for all entities; • Preparation of journals and cost allocations; • Maintaining asset registers and process monthly depreciation; • Assist with Budget development, monitoring and reporting; • Support staff and line managers in understanding budgets and provide information to staff in a timely manner; • Assist with the preparation of General Purpose Financial Statements and the External Audit; • Assist with the financial management of Grants, including the preparation of acquittals, audits and budgets; • Reconcile accounts and undertake cross-checking of financial transactions and reports to ensure high levels of accuracy; • Provide relieve assistance with Creditors, Debtors and Payroll functions as/when required; • Assist with the development and maintenance of NBY’s Accounting systems, ensuring they are in-line with NBY’s policies, procedures and relevant legislation; • Ensure records are systematically managed in accordance with relevant NBY policies and processes; • Any other duties as directed by the CFO, FC and the NBY Executive Management team. 		
INDIVIDUAL COMMITMENT		
<ul style="list-style-type: none"> • 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; • Mentor and support existing finance team members; • 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 CFO & FC to enable achievement of strategic objectives;
- NBY's accounts 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

8. Tertiary qualification in Commerce, Business, or Accounting.
9. CA or CPA qualified, with at least 2 years relevant accounting experience.
10. High level of accuracy and attention to detail.
11. Highly developed interpersonal and communication skills.
12. Ability to multi-task, prioritise competing tasks and meet reporting deadlines.
13. Reliable, punctual, efficient and self-motivated.
14. Proficient skills in Microsoft Office tools.
15. Australian Resident / Full-time right to work in Australia

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. 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.

Group Accountant: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____