



YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552
GERALDTON WA 6531

ABN 93 638 346 684

POSITION DESCRIPTION

Position Title: Finance Officer
Reports to: General Manager
Direct Reports: Nil
Location: Geraldton
Employment Status: Full-Time/Part-Time

ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

POSITION PURPOSE

The Finance Officer (Accounts) is responsible for delivering daily bookkeeping processes and support to YSRC, 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.

RESPONSIBLE FOR

Under the direction of the General Manager:

- Processing of all Supplier/Creditor functions (including but not limited to Purchase Orders, Supplier Invoices, statement reconciliations, payments) for YSRC 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 YSRC 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;
- 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 YSRC's Accounting and Purchase Order systems, in line with YSRC's policies, procedures and relevant legislation;
- Assist with the development and maintenance of systems to ensure timely and efficient management of YSRC's assets, such as vehicles, phones, computers, and other items, in line with YSRC'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.

SELECTION CRITERIA:

Demonstrated experience:

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

- Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
- Post-secondary qualification or equivalent experience in bookkeeping, or accounting or other relevant discipline

SUCCESSFUL CANDIDATES MUST HAVE:

- Ability and willingness to work with Yamatji Nation members to deliver their aspirations for land and water management on-Country.
- Ability to be flexible, adapt and contribute initiative to a changing work environment.
- Current 'C' Class Driver's Licence.
- A recent National Police clearance.
- Ability to undertake a workplace medical assessment for the role.

- Current COVID-19 vaccination record/certificate.
- Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.