



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, 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.

Finance Officer - Ref 002FI
Salary range: \$60,000 - \$70,000 (ex. Super)
Location: Geraldton/Perth

The Finance Officer 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.

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

More information on the Yamatji Nation ILUA land commitment can be found here: [https://www.wa.gov.au/system/files/2020-07/08.%20Land final 210720.pdf](https://www.wa.gov.au/system/files/2020-07/08.%20Land%20final%20210720.pdf)

Full job details at www.yamatjicentral.com.au and any initial queries can be made to hr@ysrc.com.au.

Applications must be made via resume and cover letter addressing the Selection Criteria to hr@ysrc.com.au.

Applications close at 4pm on Friday, 24 June 2022