

## Accounts Officer

### About the Employer

Murujuga Aboriginal Corporation (MAC) represents five language groups and was established in 2006 out of the Burrup & Maitland Estate Industrial Agreement (BMEIA) with the Government. We strongly believe in providing a friendly, helpful and efficient service to all the members that we serve, in all aspects of the business.

Murujuga Aboriginal Corporation (MAC) was incorporated on 19th April 2006. MAC is the incorporated approved body corporate for the BMIEA Agreement (Burrup Maitland Industrial Estates Agreement).

There are five traditional groups represented by MAC under the BMIEA, They are the Ngarluma, Mardudhunera, Yaburara, Yindjibarndi and Wong- Goo-Tt-Oo people.

MAC is a unique Corporation, bringing together five language groups to pave the road forward, working together for Country, guided by their cultural lore and traditional owners.

MAC owns freehold title to the Murujuga National Park (4,913 ha) which adjoins industrial and other lands on the Burrup Peninsula. The Murujuga National Park is the 100th park in WA and has enormous cultural significance to the people of Murujuga and experts alike. It commands the attention of researchers and archaeologists from all over the world.

These lands are proudly managed by MAC through the Murujuga Land and Sea Unit in collaboration with WA Department of Parks & Wildlife.

### Mission

"To bring together five groups to speak as one voice and to work together in solidarity to achieve positive economic outcomes for the Murujuga community as a whole and its future generations. Preserving and protecting the group's landholdings, while striving to enrich and support the general welfare of all of its members now and into the future."

### Vision

- M Maintain – Corporate and cultural values
- U United – Become one Voice
- R Respect – Respect each Other
- U Understanding -Corporate Cultural Values
- J Justice – Equality for our Members
- U Utilisation – Of Resources and assets to achieve Vision
- G Governance – Strong cultural and corporate governance for a sustainable future
- A Achieve – The best outcomes for our members

### About the Role

We are seeking an Intermediate Accountant/Senior Bookkeeper to manage the office's day to day accounting needs, including payroll. The role objective is to support all the financial accounting/bookkeeping aspects of the organisation and any of its fully owned subsidiary businesses requirements. This is a full time position, for someone looking to work in a community based role and Not-for Profit Organisation.

Reporting directly to the CEO and General Manager you will have the opportunity to use all the skills you have accumulated and become a very integral part of the MAC Team.

The successful candidate must hold applicable qualifications & experience in the Accounting area, with the confidence to learn new systems quickly, be organised and efficient, maintaining accurate, consistent and timely work output on behalf of this busy organisation. It is imperative that you have the confidence to liaise with a variety of stakeholders, including reporting to a Board of Directors, external stakeholders and regulatory bodies.

This is a demanding and fast paced role, central to all MAC activities and will require an accounts and payroll superstar, with the ability to handle pressure and competing demands and deadlines, while maintaining an approachable and team orientated presence in the office.

**Key responsibilities will include:**

- All data entry in preparing and maintaining accounts payable, accounts receivable, purchasing; bank/credit card reconciliations (medium to high volume of transactions monthly);
- All payroll processing of weekly and fortnightly payroll requirements, staff benefits, inclusive of salary sacrifice management;
- Debt Collection and Debtor, supplier and account reconciliations;
- Reconciliations - Balance Sheet and General Ledger;
- Cash flow Management;
- Management of all Accounts payable & receivable;
- Preparation of journals and prepayments;
- Preparation of Management reports, budgets and cash flow forecasts as required;
- Providing everyday financial support and account management for all levels of the business;
- Implement, maintain asset and various other registers;
- Business compliance – including preparation of: BAS, PAYG, FBT, Business/Vehicle registrations, Licenses; Insurances and Regulatory Reporting;
- Liaise with external Accountants as required for improvement and guidance, Audit and advisory purposes
- Other Accounts and general Administration support as required

**To be successful for this role you must have the following minimum qualifications and experience:**

- Tertiary qualification in Accounting and or Financial Management
- Demonstrated ability to provide proficient support to the Chief Executive Officer and members of the leadership team
- Minimum 5 years' experience in a similar role
- Advanced working knowledge of MYOB
- Proficient with Microsoft Office Programs (Advanced)
- Demonstrated high level initiative and strong organisational skills, with attention to detail and the ability to identify improvements, determine priorities, multi task and effectively and efficiently meet time lines
- Demonstrated ability to work independently and as part of a small team environment
- Dedication to & passion for Aboriginal business advancement
- Resourceful & proactive
- Excellent verbal and written communication skills

Available to work **38hours per week from 8.30am to 5pm** and overtime as necessary

**Remuneration & Benefits**

Salary 70 - 85K dependent on qualifications and experience

Compulsory superannuation

The position has generous conditions including, 4 weeks annual leave, and 1 week remote area leave (after 12 months of service)

The position will include use of resources required to carry out the position

This position is full time

**The Successful Applicant will be required to obtain a National Police Clearance.**

**Other Requirements**

- Must hold a current Western Australian Driver's license.

**How to apply**

Visit our website: [www.murujuga.org.au](http://www.murujuga.org.au) and download a full position description and application pack.

Submit your Employee Application form, CV and cover letter to Human Resources: email [hr@murujuga.org.au](mailto:hr@murujuga.org.au)

**Applications close 27 July 2017, however, MAC reserves the right to start the recruitment process immediately.**

PH: 08 9144 4112

Email: [hr@murujuga.org.au](mailto:hr@murujuga.org.au)

***Local Aboriginal & Torres Strait Island candidates are encouraged to Apply***