



POSITION: FINANCE OFFICER
BRANCH: MURUJUGA ABORIGINAL CORPORATION CORPORATE OFFICE
LOCATION: KARRATHA
RESPONSIBLE TO: BOARD OF DIRECTORS, CEO General Manager
DIRECT LINE MANAGER: General Manager
DIRECT REPORTS: None
DURATION: Full Time

OBJECTIVES

The Finance Officer is responsible for maintaining the financial management accounting, administrative and personnel services to meet the organisations legislative and regulatory requirements and support the day to day operations of Murujuga Aboriginal Corporation and any of its wholly owned subsidiaries.

WHAT WE OFFER

The position salary Range \$ 70K – 85K

- 9.25% Superannuation with no additional salary allowances.
- 4 weeks annual leave
- 1 weeks remote leave allowance (after 12 months of continuous employment)
- An annual airfare to Perth (after 12 months of continuous employment),
- Air-conditioning subsidy

POSITION SUMMARY STATEMENT

The role of Financial Officer is to provide high level and comprehensive financial and administrative support to the Murujuga Aboriginal Corporation (MAC). You will possess good time management and organisational skills and be able to work with the minimum of supervision. The position will be responsible for all aspects financial reporting, accounting, tax, payroll, budgets and compliance tasks and deadlines. You will be expected to work as a part of the overall MAC team, maintaining strong relationships with the MAC Board of Directors, staff, Elders, MAC members and other external stakeholders and regulatory agencies.

POSITION DESCRIPTION

- 1. Manage, administer and monitor the financial requirements of the organisation, ensuring that all financial matters relating to the Corporation and its subsidiaries are maintained in an accurate and timely manner.**

Main Activities

- § Preparation of the budgets in collaboration with MAC CEO and Management team
- § Implement financial policies and procedures

- § Establish and maintain cash controls
- § Establish, maintain and reconcile the general ledger and balance sheet
- § Monitor cash reserves and investments
- § Prepare and reconcile bank statements and credit card statements
- § Establish and maintain supplier accounts
- § Management of all Accounts payable and receivables
- § Debtor management of all accounts receivables and outstanding debts
- § Maintain the purchase order system
- § Ensure all data and applicable documents are entered into the system
- § Enter and process for payment all accounts due
- § Ensure security for all credit cards and verify charges
- § Ensure transactions are properly recorded and entered into the computerised Accounting Programme and Server as applicable
- § Prepare income statements
- § Prepare balance sheets
- § Prepare monthly financial statements
- § Prepare monthly reports and report on variances and cash flow forecasts
- § Assist with the annual audit and any spot audits
- § Maintain the computerised accounting system - MYOB
- § Maintain financial files and records - Server
- § Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all funds
- § Ensure all funds are properly accounted for and reported
- § Issue, upload, code and authorise purchase orders
- § Reconcile the accounts payable
- § Prepare journal summaries and prepayments
- § Reconcile the accounts receivable
- § Compile source documents
- § Issue receipts
- § Reconcile all deposits
- § Reconcile Motor Vehicles
- § Providing everyday financial support and account management for all levels of the organisation and subsidiaries
- § Implement, maintain asset and various other financial registers
- § Ensure complete financial compliance – including the preparation and payment of BAS, PAYG, FBT, Business/Vehicles registrations, Licenses, Insurances and Regulatory Reporting
- § Liaise with external Accountants as required for preparation of financial reports for the Board of Directors, Annual Auditory requirements, guidance, and advisory purposes
- § Other Accounts and General Administration support as required

2. Manage all payroll requirements and employee records within MYOB

Main Activities

- § Set up employee files
- § Verify and code timesheets and hours worked
- § Calculate employee salaries, deductions and contributions
- § Enter payroll information into the computerized accounting system
- § Calculate source and miscellaneous deductions
- § Process payroll payments in bank

- § Update leave and lieu time
- § Prepare, review and file payroll summaries, journals and reports
- § Issue Records of Employment
- § Document new employees
- § Establish employee files in the computerized accounting system
- § Administer benefit entitlements
- § Verify and report on benefits payments
- § Maintain the leave management system
- § Verify annual leave records
- § Calculate and action deductions
- § Submit remittances
- § Prepare and issue payslips
- § Prepare and check Superannuation, PAYG, FBT Summaries for payment before due
- § Prepare separation documents for employees
- § Maintain confidential employee files in MYOB

SELECTION CRITERIA

Essential:

1. Tertiary qualification in Accounting and or Financial Management
2. Demonstrated ability to provide proficient support to the Chief Executive Officer and members of the leadership team
3. Minimum 5 years' experience in a similar role
4. Advanced working knowledge of MYOB
5. Proficient with Microsoft Office Programs (Advanced)
6. Demonstrated high level initiative, strong organisation & problem solving skills, with attention to detail and the ability to identify improvements, determine priorities and meet deadlines.
7. Demonstrated ability to work independently and as part of a small team environment
8. Dedication to & passion for Aboriginal advancement
9. Resourceful & proactive
10. High level verbal communication and interpersonal skills and the ability to apply these in cross cultural settings and environments;
11. Ability to set priorities, monitor workflow;
12. Co-operative nature and ability to work both independently and as part of a small team; and have experience in working in multicultural environments.
13. Sound written communication skills including the ability to write reports for a range of audiences and to communicate sensitively and effectively with a range of stakeholders;
14. A strong multitasker who is solution focused
15. A mature person with a sense of responsibility and commitment

SALARY AND CONDITIONS

Salary:

The salary offered includes all allowances and entitlements

Salary Sacrifice:

The Murujuga Aboriginal Corporation is a Public Benevolent Institution (PBI) for income tax purposes and therefore capped Fringe Benefits Tax free. Salary sacrifice arrangements are available.

Air Conditioning Subsidy:

This position makes you eligible for an Air Conditioning Subsidy inclusive of GST as follows:

Months	Karratha	Units	Unit Price (INCLUSIVE OF GST)
Jan	1	1600	TBC
Feb	1	1600	TBC
Mar	1	1600	TBC
April	1	1600	TBC
May	0	0	N/S
June	0	0	N/S
July	0	0	N/S
August	0	0	N/S
Sept	0	0	N/S
Oct	0.5	800	TBC
Nov	1	1600	TBC
Dec	1	1600	TBC

Hours of Work:

This position is required to work 38 hours per week, working an average of 7.6 hours per day.

Overtime:

All overtime must be approved by your manager and will be accrued as TOIL (time off in lieu).

Annual Leave:

Employees are entitled to five weeks (25 DAYS) annual leave. In addition you will receive a 17.5% loading on four weeks (20 DAYS). After a minimum of twelve months continuous service an employee located in Karratha is entitled to an annual return fare to Perth for their partner, themselves and any dependent children.

Superannuation:

Superannuation Guarantee: MAC currently contributes 9.25% of fortnightly salary.

Probationary Period:

A three month probationary period is applicable to this position. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Performance Reviews:

Reviews are undertaken annually by the Manager and CEO

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with MAC's Code of Conduct and policies as adopted and modified from time to time.