

Finance Officer

- Attractive salary packaging options available
- Small team environment
- East Perth location – on public transport route

Gumala Aboriginal Corporation (GAC) is one of Australia's largest Indigenous organisations, working to alleviate poverty and promote self-determination for the Banyjima, Innawonga and Niyaparli people of the Pilbara region in Western Australia.

Gumala Aboriginal Corporation is looking for an experienced Finance Officer to support the Accountant across a broad range of finance and accounting functions, including creditor payments, general ledger and payroll.

Responsibilities will include but not be limited to:

- Monthly and daily bank and account reconciliations
- Accounts Payable and Receivable processing
- Fortnightly payroll and employee expense payments
- Assisting with audit and report preparation, as well as general EOFY reporting requirements
- Records and archiving
- Liaising with internal and external stakeholders

To be considered for this position, you will have:

- Sound knowledge and understanding of accounting standards and financial management principles
- Advanced computer skills using accounting and payroll systems – preferably Microsoft NAV and chris21
- 3-5 years' relevant experience, including experience in Month and Year end responsibilities
- Strong communication and time management skills with the ability to work under pressure and meet deadlines
- High level attention to detail

This position is offered initially on a 12-month fixed term basis with the possibility of extension.

To apply, please send your resume and a covering letter outlining your suitability for the role, to jobs@gumala.com.au. Please also include the names of at least two contactable professional referees.

Shortlisting will begin immediately and we reserve the right to close this vacancy at any time.

Preference will be given to Aboriginal and Torres Strait islander people in line with Gumala's desire to increase workforce diversity and indigenous representation.

Finance Officer

Role statement

The Finance Officer assists the Accountant across a broad range of finance and accounting functions. The role is responsible for managing creditor accounts, preparing creditor payments, posting invoices to the general ledger and managing the accounts payable function. The Finance Officer is also required process fortnightly payroll and expense payments; and to reconcile bank statements and other third party accounts in line with timeframes and processes set by the Accountant.

Duties and Responsibilities

Accounts Receivable and Payable:

- Perform daily bank reconciliations
- Perform monthly Credit Card reconciliations
- Process GAC member benefit payments to third parties
- Reconcile and investigate supplier statements
- Liaise with Creditors regarding the status of their accounts and promptly resolve any creditor/ debtor queries or issues
- Perform weekly and monthly payment runs with prior approval from the Accountant
- Maintain complete and accurate records of Creditors & Debtors
- Effectively build and manage relationships with Creditors and internal stakeholders
- Update and maintain Asset Register
- Monthly reconciliation of Balance Sheet accounts
- Assist with year-end audit with external accountants and auditors
- Ensure compliance with applicable finance requirements and accounting standards for all financial transactions
- Regularly review and maintain records and archiving

Payroll:

- Fortnightly processing of staff payroll including time sheet collection and review;
- Weekly processing of Directors' pay;
- Process travel, accommodation and meal allowances for Directors and staff;
- Process employee expense reimbursements
- Process superannuation payments for all employees according to legislative requirements
- Maintain accurate and complete payroll records for all employees
- Prepare and distribute end of financial year PAYG Payment Summaries
- Reconcile payroll related GL accounts
- Assist the Accountant with monthly PAYG reporting to the ATO

You may be required to undertake other duties as directed by the Accountant.

Finance Officer

Health & Safety

As part of your duties and responsibilities, you are also expected to:

- Take reasonable care for your own health and safety;
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as you are reasonably able with any reasonable instruction given by GAC to allow the corporation to comply with Health and Safety Legislation; and
- Cooperate with any reasonable policy or procedure of GAC which relates to work health or safety and that has been notified to workers

Additional Information

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important duties and responsibilities of the position. The duties and responsibilities mentioned may be altered in accordance with the changing requirements of the role.

Selection Criteria

KNOWLEDGE

- Sound understanding of accounting and financial management principles
- Knowledge of methods of conducting financial analysis
- Understanding of financial structure and business operations of t GAC

SKILLS

- Strong accounting and numeracy skills
- Advanced skills in the Microsoft Office suite, and accounting systems
- Advanced level of competence in Microsoft NAV and chris21
- Strong time management skills and the ability to prioritise tasks and work within tight timeframes
- Strong organisational skills and high level of attention to detail
- Excellent telephone manner and interpersonal skills

ABILITIES

- Strong customer service culture
- Initiative and the ability to work independently with little guidance
- Ability to deal with stressful situations.
- Ability to plan and coordinate multiple tasks in a timely manner

EXPERIENCE

- Extensive experience in accounting procedures and management

Special Requirements

Occasional after hours work to meet the requirements of the business.