



Vacant Position

Position Title:	Financial Accountant
Location:	Cairns
Employment type:	Permanent full time
Applications close:	Monday 29 April 2024

About the ALC

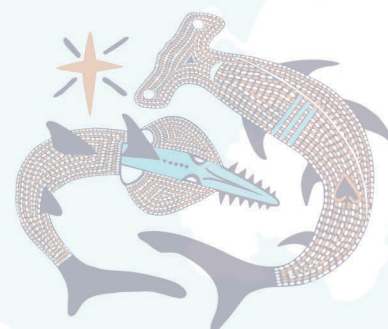
The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language and culture. The vision of the ALC is to:

**Protect,
maintain
and promote
Anindilyakwa
culture**

**Invest in the
present to
build a
self-sufficient
future**

**Create
pathways for
youth to
stand in both
worlds**

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website: <https://www.anindilyakwa.com.au/>





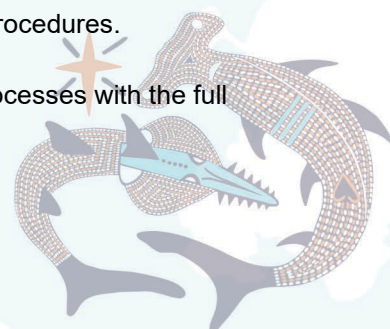
About the role

Reporting to the CFO, the Financial Accountant has responsibility for strategic operations of the Finance Department, including developing and updating financial policies and procedures and is the direct report for the Accounts Receivable, Accounts Payable and Payroll team.

The Financial Accountant will assist with the governance and preparation of all financials of the Anindilyakwa Land Council and associated corporations in conjunction with the finance team.

Key Responsibilities

- Overseeing all accounts receivable, accounts payable and payroll functions, ensuring the structure is adequate for achieving each departments and the ALC's goals.
- Provide governance over all financial matters, systems, obligations and regulations that affect the ALC and associated Corporations with the full backing of the finance team.
- Offer financial advice on improvements to the Chief Financial Officer and Executive team as required.
- Monitor and review bank accounts on a daily basis, ensuring adequate funding is available and provide forward estimates, with highlighted shortfalls, to the Chief Financial Officer on a regular basis.
- Overseeing the ALC Payroll system maintained by the shared services function to ensure it is efficient and meeting financial best practise.
- Manage regulatory compliance and annual financial reporting processes ensuring deadlines are met.
- Oversee activities relating to tax compliance.
- Maintain sound financial processes and procedures, including the operation of the relevant financial reporting systems.
- Lodgement of BAS and Superannuation.
- Authorised bank signatory across all bank accounts for ALC and ORICs.
- Authorised ATO representative of the ALC and ORICs.
- Manage Indue bank audit and compliance requirements and to manage loading/unloading of funds on the Royalty Shoppa Card.
- Work with and effect a central one-stop source for finance policies, forms and procedures.
- Management and coordination of the annual auditing and statutory reporting processes with the full assistance of the Chief Financial Officer and the Management Accountants.





- Track 64(1), 64(3) and 64(4) funds to ensure that they are released in an appropriate manner and used as directed by the ALC Board or the Corporation Board. Including distribution of royalties and rents to TOs.
- Manage, reconcile and report on all Trust Funds and ensure Trust Fund distribution is in accordance with the appropriate authorisation and rules.
- Meet all financial, reporting requirements of the organisation including but not limited to the annual financial reports, end of month financial finalisation, payroll management and end of quarter acquittals.
- Attend meetings and provide finance updates as required.
- Establish strong relationships with internal and external stakeholders to understand financial needs and requirements.
- Promote and commit to Workplace Health and Safety by providing leadership, ensuring compliance and ongoing review of WHS policies and procedures within your department.
- Coordinate, monitor and evaluate staff performance to enable individual and team professional growth and development, addressing staff performances as required and according to HR policy.
- Assist with succession planning and handover processes.

Selection Criteria

Essential

1. Degree qualified in Accounting or related discipline with CA/CPA/FA qualifications.
2. Demonstrable previous experience in a similar role, with experience coordinating a team of Accounts and Payroll officers.
3. Demonstrable strong analytical and accounting/financial skills including taxation, compliance, reporting and legal issues.
4. At least 5 years' experience in payroll, vendor payments and receivables, and cash management.
5. Highly developed understanding of Finance and Accounting internal controls.
6. Strong interpersonal and communication skills, including an ability to develop and maintain effective relationships.
7. Strong initiative and problem-solving skills and excellent attention to detail, organisation and time management skills.
8. The ability to maintain a high level of confidentiality when dealing with highly sensitive matters.



9. Ability to be flexible and work within a team in a fast-pace, challenging environment.

Desirable

1. Experience using MYOB and Calxa with advanced excel skills for analysis/reporting purposes.
2. Experience within an Indigenous organisation, a non-for-profit organisation, or within an Indigenous context, along with practical knowledge of Aboriginal culture and society and the issues affecting Aboriginal people in the Northern Territory together with an ability to communicate effectively with Aboriginal people.

Other Information

Remuneration

3. Salary starting from \$100,000 per annum
4. Annual leave: 5 weeks per annum.
5. Personal leave: 18 days per annum.
6. 2 weeks paid Christmas/New Year shut down - in addition to annual leave.
7. Salary Sacrifice available (up to \$18,500 per year)
8. Flexi work week

Pre-employment screening, including an AFP criminal record check, will be undertaken on the person who is being recommended for appointment.

This position will be required to work out of hours on an as-required basis.

For more information, please email hr@alcnt.com.au or call 0455 628 858.

How to apply

To apply for this position please submit your resume and cover letter addressing the selection criteria to hr@alcnt.com.au by the closing date.

Please do not hesitate with your application as an employment offer may be made earlier for the right candidate.

