



Vacant Position

Position Title:	Payroll Officer
Location:	Cairns
Employment type:	Full time – 38 hours per week
Applications close:	Applications for this position close 3 April 2024. We will review applications as they arrive and may progress to interview prior to closing date.

About the ALC

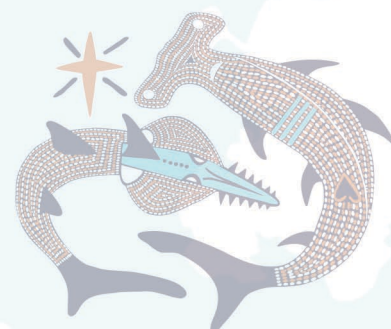
The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language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



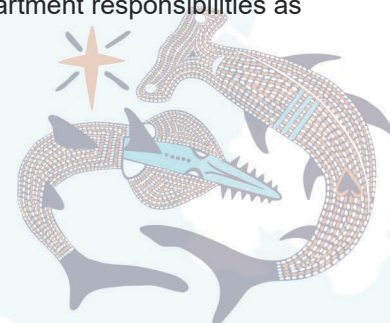


Position Overview

The Payroll Officer reports to the Financial Accountant and is responsible for processing the weekly payroll for the ALC and ORIC corporations and will be required to complete other finance duties as directed by the Financial Accountant and CFO.

Key Responsibilities

- Process weekly payroll for the ALC and ORIC organisations, ensuring that data is entered in the payroll system accurately and on time.
- Maintain employee records ensuring records are current and stored in a secure location, with MYOB information maintained accurately.
- Manage the final pay and update records of terminated/departed employees in accordance with ALC policies and relevant legislation.
- Maintain manual and electronic finance records to audit standard.
- Reconcile superannuation and PAYG on a monthly basis and report the results to the Financial Accountant.
- Maintain, calculate, and keep accurate transaction records of employee entitlements and allowances.
- Provide coaching to Finance department team members as required to ensure adequate cover for weekly payroll obligations.
- Responding to staff enquiries.
- Process the payment of staff allowances.
- Processing Staff Expense Reimbursements.
- Process long service leave and annual leave calculations as required.
- Process royalty and rent distributions as directed.
- Preparation of reports and information as directed by the Financial Accountant and/or Finance Manager.
- Assist in the preparation of periodic Business Activity Statements (BAS) and Instalment Activity Statements (IAS) compliance reports for the Financial Accountant.
- Respond to National Indigenous Australians Agency queries.
- Assist with other monthly and quarterly reporting requirements and Finance department responsibilities as directed by the Finance Manager.
- Report any negligent or illegal activities





Selection Criteria

Essential

- Demonstrable previous experience processing Payroll
- Demonstrates abilities to be flexible with work plans, and work as a part of a finance department.
- Demonstrates high level attention to details, with high level organisation skills and the ability to perform tasks within required deadlines.
- Excellent interpersonal and communication skills, both written and oral, including the capacity to communicate effectively with Indigenous people and other stakeholders.
- Experience with Microsoft Office suit, including advanced Excel skills

Other Information

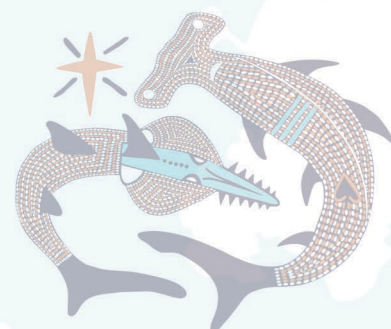
Remuneration

- Salary starting from \$70,000 per annum
- Annual leave: 5 weeks per annum.
- Personal leave: 18 days per annum.
- 2 weeks paid Christmas/New Year shut down - in addition to annual leave.
- Salary Sacrifice available (up to \$18,500 per year)
- 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.

