



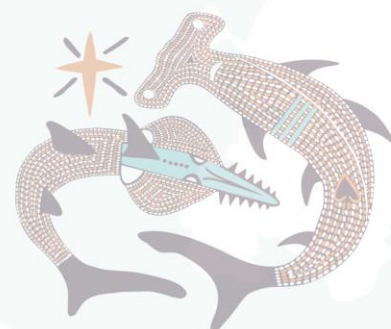
Vacant Position

Position Title:	Finance Officer
Location:	Cairns
Employment type:	Permanent
Applications close:	Applications close Wednesday 8 th January 2025.

ALC Background

The Anindilyakwa Land Council (ALC) represents the Traditional Owners of the Groote archipelago. The ALC officially commenced in 1991; replacing the role previously carried out by the Northern Land Council. The Northern Land Council, however, continues to function as the Native Title Representative body for the Groote Archipelago region. The ALC functions to ascertain and express the wishes and opinions of the Anindilyakwa people as to the management of the land and sea in the Groote archipelago region, to protect interests of Traditional Owners, to assist in protection of sacred sites, to assist Anindilyakwa people in traditional land claims, to negotiate with persons desiring to obtain an estate or interest in the land, to assist Traditional Owners in carrying out commercial activity, and to supervise and provide administrative and other assistance for Land Trusts holding Indigenous land in the Groote archipelago region.

The Anindilyakwa Land Council has jurisdiction over a large area of land and sea in the Groote Archipelago with Traditional Owners of land and sea country residing in the communities of Angurugu and Umbakumba on Groote Eylandt, and at Milyakburra on Bickerton Island. Anindilyakwa society is comprised of 14 clans divided into two moieties with most community members holding language competence in Anindilyakwa and one of the mainland languages such as Nunggubuyu or Yolngu Matha.





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

Mission Statement:

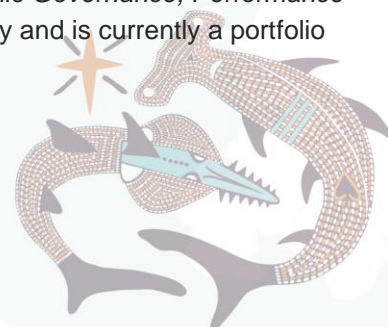
To assist Indigenous people in the Groote archipelago by:

- Enhancing their inherent rights and interests, including their rights to land, territories and resources, deriving from their culture, traditions and customary laws.
- Empowering their control over developments affecting their land, territories, resources and culture.
- Providing greater unity by provision of equitable representation and an unbiased focus for political, social, economic and cultural action and research.

ALC Values:

One People, One Family	Ngarrurrakawuruma ngernumamalya
Pride	Ngarriwerrikiya ngmakwajinama
Honesty/Truth	Akuwerrikilyangmandukunadinama
Listen	Akeningmidini-yada
Respect	Akumaringkirradinama
Our Future	Ambakumurra-yada

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.





Position Overview

This position works closely with the Accounts Payable Officers, Payroll Officer, Management Accountants, reporting to the Financial Accountant and is responsible for the duties listed below.

Key Responsibilities

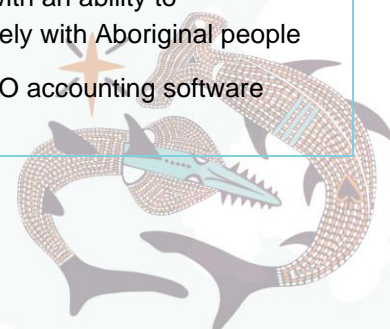
Duties	Success Indicators
<ul style="list-style-type: none">• Reconcile bank accounts, trust accounts, petty cash and credit cards• Maintaining financial information in accounting systems• Monitor Sales Ledger and Purchase Ledger to ensure the receipt of funds are being dealt with accordingly• Assist in the preparation of periodic Business Activity Statements (BAS) and Instalment Activity Statements (IAS) compliance reports for the Financial Accountant• Complete required paperwork for required maintenance to bank accounts.• Respond to and advise approval of royalty deduction requests• Preparation of reports and information for the auditor as requested by the Financial Accountant• Respond to Australian Bureau of Statistics (ABS) surveys and requests for information• Process royalty and rent distributions as directed• Provide relief Payroll and Accounts Payable assistance when required	<ul style="list-style-type: none">• All development proposals to be assessed for potential for site damage• Harmonizing of work program with Anthropologist team and collaboration where such is agreed• Successful lodgement of the Groote Seas NTA• Information in the Genealogical database Family Historian is current and available for repatriation to community.• Cultural Research Projects are conducted on the basis of Prior and Informed Consent and respect the ICIP of Anindilyakwa people.• That Anindilyakwa ICIP is protected while allowing reasonable access to third parties for purposes which are approved by the holders of the ICIP.• That ALC hold a comprehensive archive of contemporary and historical ethnographic research undertaken into local and regional Indigenous society.• That ALC has the capacity to locate and, where instructed by Anindilyakwa communities, to seek the return of culturally valued objects or information.• Annual attendance at industry conferences and engagement with contemporary practices and processes.



<ul style="list-style-type: none">• General office duties• Provide other financial services as directed by the Financial Accountant• Report any negligent or illegal activities• Designated Time Sheet Officer for the Cairns Office staff	
General Duties	Success Indicators
<ul style="list-style-type: none">• Ensuring appropriate confidentiality of information is maintained at all times• Completing ad-hoc reporting as required• Undertaking the responsibilities of the position adhering to:<ul style="list-style-type: none">○ ALC policies and practices○ WHS legislation and requirements○ All other legal requirements	<ul style="list-style-type: none">• Ensuring that staff comply with confidentiality requirements• Ensuring that required reporting is completed in a timely and effective manner• Demonstrating compliance with relevant ALC policies and procedures specific to WHS and other legislative requirements

Selection Criteria

Essential	Desirable
<ul style="list-style-type: none">• Demonstrated experience in finance administration and office practices• Have the ability to work as part of the finance team and perform tasks to agreed time frames• Experience in working independently with minimal supervision and demonstrated capacity	<ul style="list-style-type: none">• CA/CPS/Fa qualified or working towards.• Experience with an Indigenous organisation, a non-for provide organisation, or within an Indigenous context, with an ability to communicate effectively with Aboriginal people• Experience with XERO accounting software





to remain focused, positive and organised in a challenging work environment

- Have excellent interpersonal and communication skills, both written and oral, including the capacity to communicate effectively with Indigenous people and other stakeholders
- Experience with MYOB accounting software and Microsoft Office suit
- Demonstrated ability to work and relate to indigenous people
- Good time management skills and demonstrated ability to manage and complete multiple tasks
- Prior experience with non for profit organisations
- Ability to be flexible and work within a team

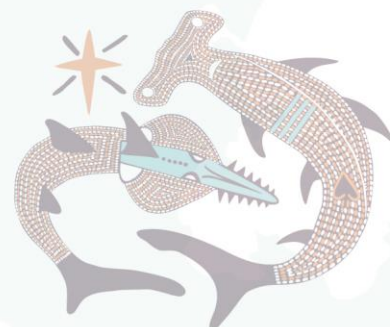
Other Information

- Remuneration: \$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.





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.

Applications close Wednesday, 8TH January 2025.

