

Position: Accounts Clerk

NPYWC Program: Finance

Employment Details: Permanent, Full Time, 38 hours per week

Location: Alice Springs

Base Salary: \$61,659 – \$66,888 per annum (negotiable based on experience) with additional benefits

Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

Your Team:

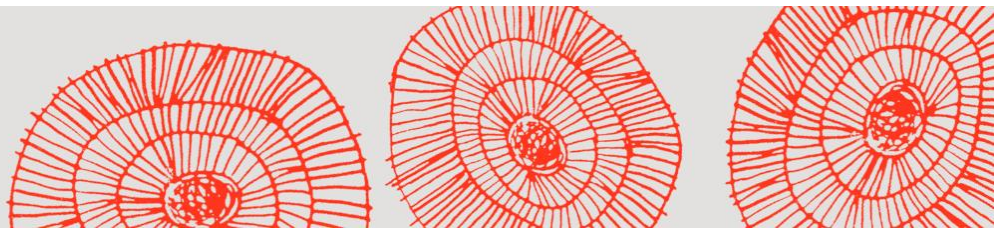
The Finance Department is responsible for providing timely, relevant, and accurate financial information to the organisations' directors, executives, management, relevant legislators and stakeholders. The department is also responsible in recommending and implementing financial strategies that ensure the financial viability of the organisation and its future needs and to implement internal control procedures that safeguard NPY Women's Council's (NPYWC) assets.

Your Role:

This role is required to have an extensive experience in working with accounting software packages and experience in Payables and Receivables as well as being highly autonomous & motivated. The ideal candidate should be a friendly and confident individual who interacts well with others and pays excellent attention to detail. Telephone contact with both internal and external stakeholders is a priority and important to this role.

Your Responsibilities:

- Preparation of supplier invoices for payment including (Accounts Payable);
 - Matching purchase orders to invoices to ensure all ordered goods are received.
 - Scanning invoices and purchase orders received by post and upload in Hubdoc (OCR) System.
 - Uploading electronically received invoices into Hubdoc System.
 - Ensuring all invoices are signed by appropriate manager in ApprovalMax.
 - Data entry of all invoices into Xero.
 - Weekly payments of invoices, by EFT, BPay or cheque as appropriate.
 - Reconciliation of statements from suppliers to ensure payments are not duplicated.
 - Coordinating with suppliers as required to request copies of outstanding invoices and respond to queries that may arise.
- Staff MasterCard accounts;
 - Ensuring MasterCard receipts are approved and signed by appropriate Manager and entering into Xero.
 - Monthly reconciliation of MasterCard accounts.



- Liaising with credit card holder in relation to missing MasterCard receipts as required.
- Maintaining a register of corporate credit card holders.
- Liaising with financial institutions regarding credit card applications and cancellation of credit cards.
- Accounts Receivable;
 - Data entry of invoices into Xero.
 - Ensuring debtors receive invoices by appropriate means (email / mail).
 - Following up with debtors for outstanding amounts as appropriate.
 - Entering of payments into Xero.
 - Receipting online sales through NPYWC website and on occasion, other online platforms.
- Banking;
 - Managing daily banking deposits including cashing cheques (in conjunction with Payroll and Senior Finance Officer).
 - Daily checking of online credit card accounts to ensure sufficient funds are available in each account.
- Management of Petty Cash.
- Preparation of travel allowance including workshop fee requests from all programs including preparing receipts of confirmation for participants and Anangu employees.
- Data entry of journals, including internal monthly housing journals.
- Ordering purchase order books, issuing purchase orders and maintaining a purchase order register.
- Assisting Senior Finance Officer with weekly Tjanpi sales export from SAM and gallery into Xero or when Senior Finance Officer is unavailable.
- Liaising with both external suppliers and internal stakeholders on a variety of levels.
- Assisting with month-end, quarterly and annual reporting procedures.
- Assisting with end of financial year audit preparation.
- Any other lawful and reasonable duties as directed.

Skills and Experience:

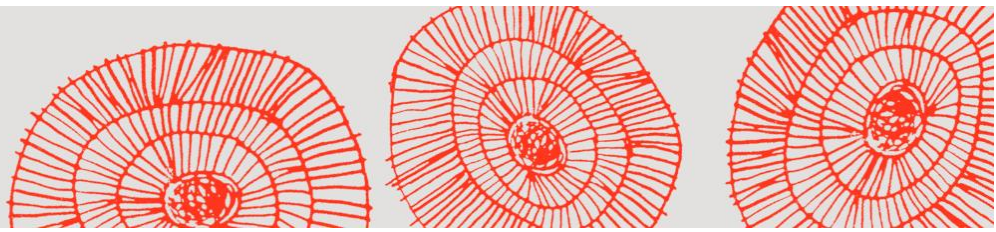
- A self-starter who can accomplish expected tasks under minimal supervision.
- Intermediate level in Excel and experience in using Accounting software packages.
- Good numeracy and literacy skills.
- High levels of accuracy and close attention to detail.
- Clear written and verbal communication skills for diverse groups, including Anangu community members, staff and management, government and other agencies.
- Ability to work responsibly with minimal supervision, plan and use time effectively to meet deadlines.

Qualifications:

Formal accounting qualifications and / or demonstrated experience in a similar role.

Remuneration:

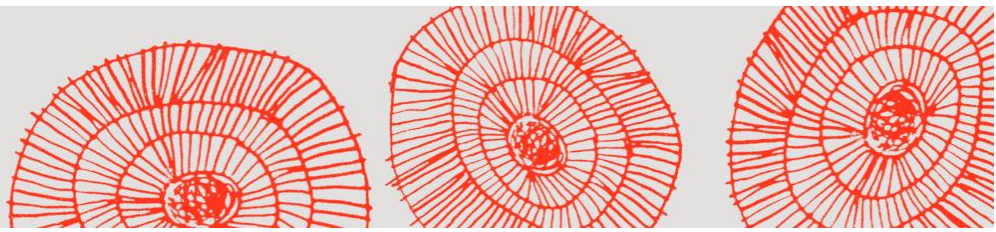
- Base Salary: \$61,659 – \$66,888 per year
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



- Ability to work co-operatively in a team, liaise well with staff from different backgrounds and deal with both internal and external queries calmly, and with clarity and patience.
- Work within a strictly confidential and demanding environment.
- Excellent telephone manner and etiquette.
- Ability to adapt to changes and have a positive work attitude.
- Willingness to work out of hours when required especially during End of Financial Year Audit preparations.
- Working within service and funding criteria and balancing competing needs and priorities.
- Previous experience with Xero accounting software.
- High work ethic and commitment to the responsibilities provided.
- Friendly and approachable demeanour.
- Knowledge of the NPY region is preferable.
- Previous experience of working in an Aboriginal organisation or Non-for Profit is highly regarded.

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.



We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Finance Manager, Lavenia Saville on 08 8958 2349 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

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Signed: 

Date: August, 2020

PROGRAM MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date