

Position: Senior Accounts Clerk

NPYWC Program: Finance Department

Employment Details: Permanent, Full Time (Part Time 30 hours per week with the right candidate)

Location: Alice Springs

Base Salary: \$91,208.99 – \$98,509.87 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.

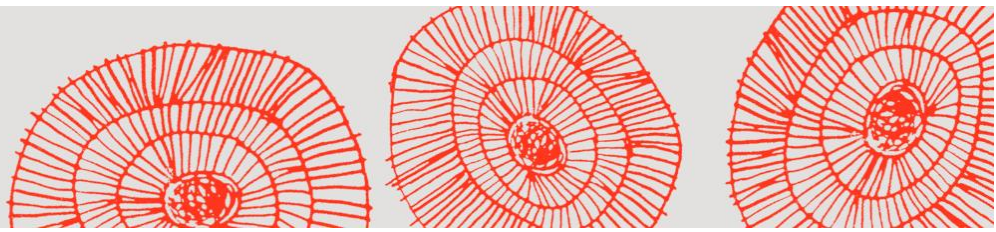
The department is also responsible in recommending and implementing financial strategies that ensure the financial viability of the organisation and its future needs, and to implement internal control procedures that safeguard all NPY Women's Council (NPYWC) assets.

Your Role:

Supporting the Finance Manager, this position is responsible for providing training to, and assisting, the Payroll Officer and Accounts Clerk. In addition, the position will assist in implementing and maintaining an effective financial management control system for NPY Women's Council (NPYWC) through planning, budgeting, controlling, monitoring, analysing, interpreting and reporting on financial data, and ensuring all financial transactions are processed in accordance with the relevant financial regulations, standard accounting principles and NPYWC's policies and procedures.

Your Responsibilities:

- Provide training and mentoring to the Accounts Clerk and Payroll Officer in relation to financial responsibilities in order to encourage greater understanding of financial matters and processes in the organisation.
- Maintain the Asset Register (Asset Management System) including ensuring the procurement of capital expenditures > \$5,000 have appropriate supporting documentation as per the Procurement Policy and accounting standards.
- Facilitate the finance team's induction to new employees of the organisation including providing training on the financial systems (ApprovalMax and KeyPay).
- Attend workshops, online trainings and seminars to gain greater systems knowledge (KeyPay, ApprovalMax, Xero and Asset Guru). Provide updated protocols and procedures to systems users based on trainings.
- Undertake and prepare quarterly BAS filings including monthly update of the Fuel Tax Credit reports and calculations.



- Ensure grant postings are completed weekly.
- Prepare monthly bank reconciliations.
- Manage all aspects of Accounts Receivables (prepare outgoing invoices and follow up where required).
- Manage all aspects of Tjanpi sales and purchase reconciliations including weekly exports.
- Work as part of a team and act to support the Payroll Officer or Accounts Clerk when unavailable.
- Maintain updated procedure manual for the Accounts Clerk and Payroll Officer roles.
- Maintain current knowledge and awareness of regulatory updates and changes with relevant financial statutory bodies including the Australian Taxation Office, superannuation etc.
- Assist the Finance Manager with month end procedures including maintenance and reconciliations of general ledger accounts and reporting.
- Assist with maintaining the funding register.
- Assist with the management of day-to-day banking deposits (in conjunction with the Accounts Clerk and Payroll Officer).
- Support the annual budgeting process by working closely with the Finance Manager and Management in analysis of costs by department / cost centre including providing employee data for reporting purpose as required by relevant funding agencies.
- Generate report of payroll activities for the Finance Manager.
- Assist the Finance Manager with preparation of the financial year-end procedures.
- Assume the second-in-charge role within the Finance Team, and deputise for the Finance Manager in his / her absence.
- Follow workplace procedures in regards to Workplace Health and Safety.
- Ensure strict control of security and confidentiality of all NPYWC employees.
- Undertake other duties as required by the Finance Manager or finance team, which are considered reasonable and lawful.

Skills and Experience:

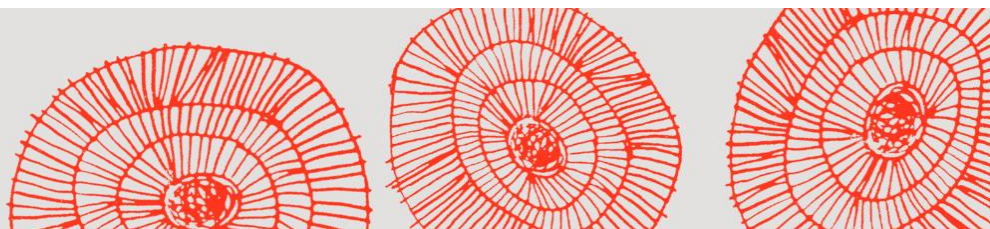
- Must be a self-starter and able to accomplish expected tasks under minimal supervision.
- Ability to multi-task and maintain composure under pressure.
- Experience and understanding of payroll and accounts processes, including computerised payroll systems.
- Demonstrated ability to interpret industrial awards and knowledge of Equal Employment Opportunity (EEO), WH&S principles, taxation rules and superannuation.
- Intermediate or advance level of knowledge in Microsoft Office and extensive experience in using Accounting software packages.
- Experience with Fringe Benefits (Salary Sacrifice) payments.
- Good numeracy and literacy skills, a high level of accuracy and close attention to detail.

Qualifications:

Formal accounting or bookkeeping qualifications and demonstrated experience, or extensive demonstrated experience relevant to the responsibilities of the position.

Remuneration:

- Base Salary: \$91,208.99 – \$98,509.87 per year
- 10.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



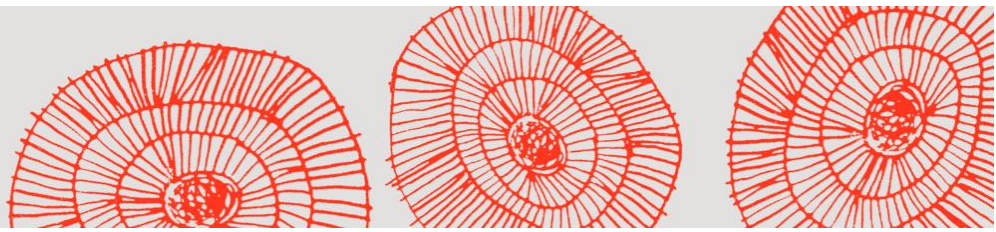
- Clear written and verbal communication skills for diverse groups, including Anangu community members, staff and management, and government and other agencies.
- Ability to work co-operatively in a team and with staff from different backgrounds, and deal with internal and external queries calmly and with clarity and patience.
- Ability to work within a strictly confidential and demanding environment.
- Excellent telephone manner and etiquette.
- Ability to adapt to changes and have a positive work attitude.
- Previous experience of working in an Aboriginal organisation or Non-for Profit.
- Willingness to work out of hours when required especially during End of Financial Year Audit preparation.
- Previous experience with Xero accounting software.
- High work ethic and commitment to the responsibilities provided.
- Friendly and approachable demeanour.
- Valid Australian Driver's License.

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.



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



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 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.

APPROVED COPY

Signed:

Date: March, 2023

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