

SECTION 1: POSITION IDENTIFICATION			
Position:	Finance Officer	Classification:	As per Conditions of Employment
	Western Australia		
Region:	Perth Office	Award/Conditions:	As per contract of employment
Location of position:	75 hours per fortnight		
Hours:			

SECTION 2: REPORTING RELATIONSHIPS
Responsible to: Senior Accountant
Staff reporting to this position: N/A

SECTION 3: ORGANISATIONAL VISION / BUSINESS EXCELLENCE COMMITMENT
<p>This role with BNTAC carries responsibility to actively assist the CEO, Leadership Team and other employees to promote the key organisational vision:</p> <p><i>The Banjima people are healthy, secure and independent with diverse life choices and the ability to determine their own future. The foundation is a proud entity centred on strong culture, community unity and effective governance.</i></p>

SECTION 4: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES
<p>All employees have responsibility for Occupational Health and Safety. The employee shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice and BNTAC Workplace Health and Safety Policies and Procedures.</p> <p>The employee shall comply with instructions given by their manager in the respect of the Health and Safety of themselves and the Health and Safety of other persons.</p>

SECTION 5: PRIMARY OBJECTIVES OF THIS POSITION
<p>The primary objective of this role is to support leadership team to maintain accurate and auditable financial records and ensure compliance with external reporting and regulatory requirements including Australian tax office reporting requirement</p> <p>The position is directly supported by the senior accountant and is part of finance team. This role works in close partnership with finance and payroll officer and native title team. With each role having a full understanding of the other's key tasks so that cover can be provided during leave.</p>

SECTION 6: KEY RESPONSIBILITIES, GOALS OR OBJECTIVES
<p>Duties and responsibilities include but are not limited to:</p> <p>Key:</p> <ul style="list-style-type: none"> • Updating BNTAC allowance for new ATO rates each year • Produce quote, purchase order and sales invoices in line with contract, client's purchase order or BNTAC relevant personnel's instructions timely manner for meetings and projects • Prepare meeting and project acquittals for sales invoice • Produce quarterly invoices for BCT funding to Trustee • Upload sales invoice and acquittal for approval at approvalMax • Ensure client purchase order is received before the meeting or project commencement date

POSITION TITLE: Accounts Officer	LAST UPDATE: 17 August 2022	AREA: Human Resources	Page 1
--	---------------------------------------	---------------------------------	--------

- Ensure consultant purchase order is issued as per the scope of projects and client's purchase order
- Manage, update and upload client payment system for insurance, purchase order and sales invoice
- Manage traineeship program acquittal and upload invoice
- Checking correct coding and GST treatment of sales and purchase invoices
- Maintain an insurance register and supports ad-hoc insurance queries, claims and information required. also ensure we receive current, and relevant certificates of currency for appropriate consultants and contractors.
- Assist in preparation and lodgement of business activity statement

General

- Developing an in-depth knowledge of organisational policies, procedures and intent behind any processes which are not documented
- Providing customer service to Banjima people in accordance with the role of the Senior Finance Officer
- Maintaining excellent relationships with stakeholder including members, auditor, proponents and staffs
- As required, and if own workload permits, support Finance and payroll officer during peak work load or leave cover
- Assist BNTAC staff with system & process improvements to facilitate greater efficiency & / or accuracy
- Fulfill other duties as required by management
- It is acknowledged that payroll has to take precedence and the above deadlines will slip in the case of persistent or large payrolls that need to be completed

SECTION 7: KEY PERFORMANCE INDICATORS

- Consistent and quality processing of financial information
- Quote is produced and upload at the client system by client's deadline
- Client purchase order is issued before project commencement date
- BCT quarterly funding invoice is invoiced by the first week of month
- BMS recharge invoices are raised in accordance with the month end timetable . Other recharge sales invoices are raised within 10 working days.
- Overdue sales invoices are chased up at least once a month
- Meet monthly report deadline
- Successful Audit
- Establishment and maintenance of positive and productive relationships with members, colleagues, suppliers and key stakeholders including Aboriginal people

SECTION 8: SALARY AND BENEFITS

Permanent position (subject to funding)
 Salary : \$70k base plus superannuation (depending on skills and experience)
 Annual leave: 4 weeks
 Sick leave: 10 days
 Salary Sacrifice: \$15,900.00 PA

SECTION 9: LEVELS OF AUTHORITY

This authority should be exercised in a responsible, legitimate and appropriate manner in the best ethical and commercial interests of the corporation. This authority must not conflict with any BNTAC policy statements, procedures and instructions.

SECTION 10: SELECTION CRITERIA

Essential:

- Qualifications in accounting with 3-4 years experience.

POSITION TITLE: Accounts Officer	LAST UPDATE: 17 August 2022	AREA: Human Resources	Page 2
--	---------------------------------------	---------------------------------	--------

- High level of competency in Xero accounting software
 - Intermediate to advance MS office skills
 - Extensive Experience in quote, acquittal and invoicing
 - High level interpersonal skills with the ability to establish and maintain positive and productive relationships with members, partners and stakeholders
 - Ability to work in a busy environment and manage conflicting demands
 - High level of attention to detail and accuracy
 - High level organisational skills and ability to consistently follow-through on tasks
 - Ability to work with others as part of a high performing team
- Desirable:**
- Cultural competence especially with Aboriginal people
 - Experience working with mining payment system
 - Good understanding of payroll

SECTION 11: CERTIFICATION

I have reviewed and confirm my full understanding of the role of Finance Officer and agree that this is an accurate position description of that role.

Staff Name:	Sign:	Date:
-------------	-------	-------

I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

Manager Name:	Sign:	Date:
---------------	-------	-------