



# North Queensland Land Council

Native Title Representative Body Aboriginal Corporation  
ABN: 19 047 713 117 | ICN 1996 | [www.nqlc.com.au](http://www.nqlc.com.au)

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1800 814 779 (Free call)  
PO Box 679 Cairns North QLD 4870

## POSITION DESCRIPTION

<b><u>POSITION:</u></b>	Finance Officer
<b><u>DESCRIPTION:</u></b>	Under the direction of the CFO perform various accounting and financial reporting tasks as a member of the Corporate Services Unit. Together with other team members ensure that all appropriate financial deadlines are met, and provide regular reports to the CFO on pertinent matters.
<b><u>UNIT:</u></b>	Corporate Services
<b><u>LEVEL:</u></b>	NTRB Officer Level 5, Step 1 to Step 4 (subject to experience)
<b><u>SALARY:</u></b>	\$90,555.58 - \$101,862.21
<b><u>REPORTING TO:</u></b>	Chief Financial Officer (CFO) and HR Manager

### **KEY WORK DUTIES:**

As an essential team member, under the direction of the CFO, assist with and participate in:

- Debtor and Creditor processing and maintenance;
- Purchasing, data entry and travel arrangements
- Bank and Corporate Card reconciliations;
- Fortnightly payroll and salary sacrifice preparations and reports;
- Responding in a timely, effective and courteous manner to internal staff and departmental queries
- Review and respond to external enquiries in a timely manner;
- Month end financial reconciliations and reports;
- Cost analysis;
- Budget preparation and analysis;
- Interim and year-end financial audit preparation;
- Year-end payroll reconciliations and income statements;

- Electronic document filing and record maintenance;
- Preparation of accurate and timely BAS, FBT, superannuation, and PAYG returns;
- Workplace, Health and Safety compliance;
- Financial policies, procedures and legislative compliance;
- NQLC policies and procedures compliance;
- Any other duties as directed by the CFO.

### **SELECTION CRITERIA:**

#### **Essential:**

- Certificate or Diploma accounting qualifications, or in the process of obtaining tertiary accounting qualifications;
- Minimum experience of five years in a similar role;
- Payroll experience
- Well-developed accounting software skills;
- Advanced MS Office Suite skills, especially Excel and Word;
- Experience in performing general accounting tasks with a discerning eye for detail and accuracy;
- Detailed knowledge of GST;
- Excellent written and oral communication skills;
- Well-developed interpersonal skills, with the ability to communicate clear administrative and financial information to relevant stakeholders;
- Effective time management skills with an ability to manage multiple tasks and meet deadlines;
- Demonstrated commitment to customer service excellence and continuous improvement;
- Analytical and problem-solving skills with the ability to influence others;
- Self-motivated with the initiative and ability to achieve results individually and as part of a team;
- Demonstrated team-work experience;
- Ability to model professional standards of conduct – personal presentation, behaviour and integrity;

- Demonstrated flexibility and adaptability to changing work conditions and priorities;
- Ability to interact with Aboriginal people and effectively communicate with them;
- Understanding of and willingness to respect Aboriginal cultural sensitivities;
- Manual Qld Drivers Licence.

Desirable:

- Tertiary accounting qualifications with membership of relevant professional body such as CPA or CA, or in the process of obtaining professional membership;
- Experience with, or desire to work in a not-for-profit organisation;
- Experience with electronic documentation management systems;
- Experience with MS Teams.

**KEY PERFORMANCE INDICATORS:**

- Accurate and timely performance of duties;
- Understanding of financial transactions, principles and an ability to apply those principles with day-to-day tasks;
- Understanding of financial ledgers and reconciliations;
- Identify and analyse problems and recommend solutions to improve and maintain an efficient administrative and accounting function;
- Monitor expenditure on job activities bringing discrepancies to the immediate attention of the CFO;
- Provide and analyse financial information for the preparation of monthly reports;
- Ensure compliance with all financial reporting requirements providing timely advice on progress to the CFO;
- Respond to NQLC correspondence and queries in a timely manner.
- Provide advice to the CFO on matters of responsibility, communicating concerns or suggestions regarding resources as required;
- Preparation of accurate and timely BAS, FBT, superannuation, and PAYG returns;
- Support the annual financial audit of the NQLC, representing the best interests of the NQLC, and address any concerns with the CFO.