



Eastern Maar
Aboriginal Corporation

POSITION DESCRIPTION

JOB TITLE:	Assistant Accountant / Bookkeeper
LOCATION:	Warrnambool, Victoria
TERM:	Part-time Role
SALARY:	\$26.15 - \$28.58 (per hour)
REPORTS TO:	Finance Manager

THE ORGANISATION

Eastern Maar Aboriginal Corporation (EMAC) was determined by the Federal Court as a Registered Native Title Body Corporate (RNTBC) under the Native Title Act 1993 (*Cth*) in 2011, holding the native title for an area of land shared with the Gunditjmarra people in what is now known as South-West Victoria.

In 2012, the Eastern Maar filed the native title claim over the remaining portion of their traditional land and waters. EMAC has been accorded Registered Aboriginal Party (RAP) status (under Victorian Aboriginal heritage legislation) for the shared native title area and the area covered by the 2012 native title claim in February 2020.

The Corporation is governed by a Board of Directors, each representing a family group of the Eastern Maar People. Its role is to protect and advance the aspirations of Eastern Maar citizens by managing their native title and cultural heritage rights and interests and implementing aspects of the Eastern Maar Settlement Agreements to be negotiated with the State of Victoria under the *Traditional Owner Settlement Act 2010*. EMAC is also responsible for providing high-quality policy advice, leadership in developing key initiatives, and strengthening the capacity and independence of Eastern Maar citizens.

PURPOSE OF THIS POSITION

An exciting role for a dynamic and focused professional who can utilize their accounting skills to take on low to mid-level finance functions. You will be part of a small friendly team at Eastern Maar Aboriginal Corporation.

KEY ROLES AND RESPONSIBILITIES

- Inputting data into MYOB as required and maintaining Excel spreadsheets for data analysis.
- Accurate and timely Month End, Quarterly and Year End Closing of accounts.
- Performing Bank Reconciliations and reconciliations of any assigned clearing of accounts.
- Accounts Payable and Receivable data entry and management of ledgers, including General Ledger.
- Ensuring all documents received are checked, validated, and matched accordingly and maintaining proper filing of documents and Audit requirements.
- Performing and coordinating day-to-day financial activities and ensuring compliance with finance-related SOP.
- Assisting the Finance Manager, in preparing special/specific reports required by the Executive team and the Board.
- Performing Ad hoc tasks as and when required.

KEY SELECTION CRITERIA

Essential

- Three years of work experience in the accounting and finance field.
- Demonstrated excel skills with strong attention to detail.
- Experience and capacity to collaboratively manage relationships with a diverse stakeholder group including the Executive team and the Board..

Desirable

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Knowledge of Eastern Maar people, Country, culture, values, aspirations and customs and experience working with the Eastern Maar people, community, key organizations, and stakeholder groups.

Other Position Requirements

- The incumbent requires the ability to travel to work premises. A current Victorian driver's license is essential.

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to bansri.dave@easternmaar.com.au

Closing date for applications: COB 03 March 2023

If you have any queries about the role, please email bansri.dave@easternmaar.com.au

The successful applicant's appointment will be made subject to a satisfactory national police history check.

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.