



POSITION DESCRIPTION

JOB TITLE:	Finance Officer
LOCATION:	Warrnambool, Victoria
TERM:	24 months
SALARY:	Full-time (neg.) \$70,000 - \$75,000 per annum + SGC
REPORTS TO:	General Manager of Finances

THE ORGANISATION

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmarra Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalik; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmarra, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kuurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar peoples.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing Cultural Heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.



PURPOSE OF THIS POSITION

The Finance Officer plays a crucial role in managing and processing payroll operations and accounts functions for our organisation. Working closely with and under the direction of the General Manager of Finances, the Finance Officer ensures that our finances comply with industry best practices and regulatory requirements. This includes accurate and tax-compliant bookkeeping, data entry, accounts processing, and reporting.

Additionally, the Finance Officer supports the strategic financial planning and risk management efforts led by the General Manager of Finances, including but not limited to financial planning and analysis, supporting risk management initiatives, facilitating collaboration with other departments, and ensuring governance and compliance.

KEY ROLES AND RESPONSIBILITIES

Specifically, the position's duties will include.

PAYROLL

- Responsible for processing of fortnightly payroll in the payroll system (Employment Hero).
- Collate payroll information/timesheets prior to payroll, follow up any discrepancies and liaise with managers where required
- Enter employee salary packaging amounts as advised by external salary packaging provider.
- Balance fortnightly payroll reports and manage other payroll-related payments including superannuation and salary packaging. Create payment files from payroll and ensure timely payments
- Balance end-of-year wages, salary packaging, and enter FBT information into employee records.
- Assist staff with payroll enquiries and provide timely information.

ACCOUNTS PAYABLE

- Process supplier invoices in accordance with the Delegation of Authority Policy and Chart of Accounts
- Create payments for Creditors in a timely manner
- Manage corporate credit cards

ACCOUNTS RECEIVABLE

- Raise invoices to clients and funding bodies as requested
- Monitor ageing of accounts and follow up on overdue accounts as required

OTHER DUTIES

- Monitor cash-flow and prepare Bank Reconciliations
- Assist with preparation of reports
- Liaise with financial auditors
- Perform other ad hoc duties as requested

GENERAL

- Maintain an up-to-date knowledge of finance and accounting matters in the Native Title



corporation context and report to GM of Finances

- Be aware and adhere to The Privacy Act, OH&S Legislation and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed or implied from time to time.

KEY SELECTION CRITERIA

Essential

- Certificate IV in Accounting and Bookkeeping, or experience in a similar role
- Proven experience in payroll processing, and accounts payable/receivable.
- Experience in using Employment Hero Payroll and MYOB highly desirable
- Strong understanding of payroll tax laws and regulations
- Ability to manage competing priorities and meet deadlines
- Strong problem-solving skills and analytical abilities
- Excellent attention to detail and the ability to maintain confidentiality
- Proficiency in Excel skills
- Experience and capacity to collaboratively manage relationships with a diverse stakeholder group including the Executive team.

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 organisations, and stakeholder groups.

OTHER POSITION REQUIREMENTS

Offers of employment can only be made once all required probity checks have been completed. These include:

- reference checks.
- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear Police Check must be conducted within the last three months.
- Acceptable evidence of their proof of immunisation/vaccination status.
- A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

What sets us apart...

- Flexible hybrid working arrangements available.
- Salary Packaging benefits
- Paid Christmas break in addition to 4 weeks annual leave
- Employee Assistance Program
- A friendly and supportive culture
- Professional Development Opportunities



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 Monday 29 July 2024

“We will begin conducting interviews as soon as applications for the position are received.”

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

Appointment of the successful applicant 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.