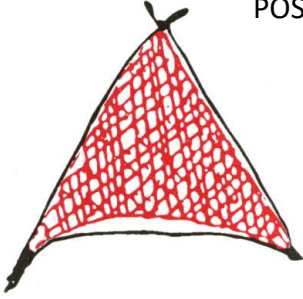


LAYNHAPUY HOMELANDS ABORIGINAL CORPORATION

POST OFFICE BOX 1546, NHULUNBUY, NT 0881 86 Galpu Road, Yirrkala



ADMINISTRATION
HEALTH

ABN 86 695 642 473

Telephone
(08) 8939-1800
(08) 8939-1821

ICN 7657

Facsimile
(08) 8987-1443
(08) 8987-1109

Finance Officer

Laynhapuy Homelands Aboriginal Corporation is a well-established and reputable Aboriginal service organisation based in Yirrkala in North East Arnhem Land (near Nhulunbuy).

The Finance Officer performs a range of tasks such as processing accounts payable and receivable, managing the purchase order process, receipting and General Ledger & bank reconciliations. The Finance Officer is involved with month and year end activities, preparation of annual accounts, assisting with external audit process, acquittal preparation and a range of other finance related tasks. The position supports the Accountant and HR & Payroll Coordinator and is focused on delivering the best service to the members of Laynhapuy Homelands Corporation.

Requirements:

- Formal accounting qualifications TAFE or University level.
- Experience in accounting or at the start of your accounting career.
- A high level of personal integrity and a commitment to ethical behaviour and social justice.
- Attention to detail, compliance focussed, persistent and self-motivated.
- The position is in a remote location of Australia, therefore resilience and capacity to adapt is paramount.

Please obtain a Position Description by contacting Ms Julie Thomson (HR & Payroll Coordinator) at recruitment@laynhapuy.com.au or telephone 08-8939 1832.

If you think you're the right person for us, we'd like to hear from you by 5pm on Friday 19 February 2021.

Email (a) current resume with (b) cover page telling us about yourself and (c) addressing the Selection Criteria.

Skills and Attributes:

1. A friendly, positive, and professional attitude in dealing with clients and staff, including excellent verbal/written communication and customer service skills.
2. The ability to establish positive organisational relationships
3. Demonstrated computer literacy skills, including the Microsoft suite of products and the ability to produce a range of reports and documents relevant to the position.
4. The ability to effectively work within a team, manage/handle changes in the work environment, workflow, and operational requirements.

Visit us at www.laynhapuy.com.au