



**SCHEDULE A
DUTY STATEMENT
Finance Officer**

Position Overview

Position Title	Finance Officer
Position Location	Geraldton
Employment Status	Negotiable up to 75 hours per fortnight
Contract Agreement	As per the conditions of the NACC Enterprise Agreement (2020)
Classification and Salary	Level 2/ 3 (\$69,420- \$78,169) pro rata, based on qualifications and experience
Contract Term	Commencing as soon as possible and ending 30 June 2023 (opportunity for extension based on performance and availability of project funding)
Reports to	Corporate Services Manager
Positions under Direct Supervision	Nil

Key Responsibilities

NACC NRM applies a values based approach to our organisational culture. Our organisational values of Leadership, Accountability, Passion, Excellence, Respect, Collaboration and Professionalism are paramount in everything we do and the way we operate. Demonstrating commitment to these values on a day to day basis is critical to our organisational success and to individual success at NACC NRM. Ability to demonstrate commitment to NACC's values is a vital component of our recruitment process.

The Finance Officer is an important role for the Corporate Services team at NACC NRM and will report directly to the Corporate Services Manager. The role will be responsible for the effective and efficient processing of organisation accounting data. The Finance Officer will be required to liaise and communicate effectively with internal (NACC NRM Team) and external stakeholders and partner organisations.

Financial Officer Responsibilities Include and not limited to:

- Preparation of payroll payments on a fortnightly basis including submission of payroll reports and will include preparation of superannuation payments to meet compliance obligations .

- Processing accounts receivables and accounts payables on MYOB software.
- Working with other Finance Team members to ensure proper record keeping of accounting records
- Support Corporate Services Team to deliver broader administration responsibilities to ensure the efficient support of project teams in financial management..

Key Duties

Key Result Areas / Position outcomes	Key Duties / Key Performance Indicators
Assist in financial management processes:	<ul style="list-style-type: none"> • Processing of accounts payable and accounts receivable on financial system • Preparing payment batches via online banking • Performing bank reconciliations atleast on amonthly basis • Assist with Fleet Management including reporting • Maintaining Human resource records and to ensure they are up to date • Processing fortnight payroll • Maintain register of Employee entitlements • Processing quarterly superannuation payments • Credit card payment processing and reconciliations • Assist with asset management including mainatein records of asset additions and disposals. • Process NACC employee and Board Member reimbursements • Assist the Corporate Services Manager with preparation of reports for the Australian Government, State Government and other funding bodies to ensure reporting requirements are met.
Assist the Corporate Services Manager with the end of year financial reporting requirements.	<ul style="list-style-type: none"> • Assist with end of financial year processes • Assist with the preparation of annual audited accounts • Assist with preparation of annual budget forecasts • Prepare statutory returns including ATO Business Activity Statements, FBT returns
Overseeing effective and efficient project accounting and reporting including monitoring of budget vs actuals with project/operations teams.	<ul style="list-style-type: none"> • Monitor spend against budget for all NACC projects and programs • Prepare monthly reports to the Corporate Services Manager including project budget variances, commitments and forecasting • Assist Project Coordinators with preparation of budgets for projects and programs.
Support Corporate Services Team to deliver broader administration responsibilities.	<ul style="list-style-type: none"> • Assist with compliance requirements for payroll, superannuation and Fringe Benefits, for all directly employed NACC staff. • Assist the finance team with management of accounts payable, accounts receivables, cheque runs, monthly bank reconciliations, fleet management, business credit cards and asset management.
Personal Integrity Advocacy Equity and Ethical behaviour	<ul style="list-style-type: none"> • Apply and promote the principles of equity, diversity, occupational safety and health in the workplace, including adherence to NACC NRM Staff Code of Conduct at all times. • Strive to deliver NACC NRM's Purpose and uphold NACC's values at all times. Contribute positively to NACC NRM's organisational culture of excellence.
Organisation wide responsibilities	<ul style="list-style-type: none"> • Uphold NACC NRM's Purpose, Way, Impact and organisational values, and contribute positively to NACC NRM's organisational culture of excellence. • Adhere to NACC NRM's Staff Code of Conduct, and all NACC NRM policies and procedures with particular attention given to OH&S. • Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.

	<ul style="list-style-type: none"> • Assist in the delivery and development of NACC's Reconciliation Action Plan. • Participate in work plan development and performance reviews as required. • Undertake required extensive travel and overnight stays as required to fulfil duties. • Undertake other duties as may reasonably be expected, or as directed by the CEO.
--	--

NOTE: This duty statement is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

SELECTION CRITERIA

Essential

- Commitment to and passion for natural resource management, and the Purpose of NACC NRM.
- Demonstrated experience in the delivery of financial services and systems to a medium sized organisation.
- Demonstrated ability to communicate effectively and work effectively and respectfully with internal and external stakeholders.
- Sound skills and experience in the use of a Personal Computer and in particular Microsoft office computer software, payroll systems and accounting software, preferably MYOB.
- Demonstrated experience in financial and annual reporting and budget development.
- Experience in monitoring and analysing financials and budgets for variances with a view to improved forecasting.
- Ability to develop and review processes for improvement with excellent organisational skills and an eye for detail.
- Proven ability to verify information for accuracy and relevance.

Desirable

- Bachelor's degree in accounting or related Tertiary professional qualifications.
- Current Western Australian C (car) class motor drivers license or equivalent
- Broad knowledge of Australian agriculture or natural resource management sectors

Workplace Health & Safety

NACC NRM is committed to providing all staff with a safe working environment in accordance with Workplace Health and Safety Legislation. One way in which we strive to keep our team and stakeholders safe, is by being vaccinated against COVID-19. As such, it may be a requirement of this role that you are immunised against COVID-19. The successful candidate will be required to present an official digital immunisation certificate prior to commencement. NACC NRM will not keep a copy of this certificate. Please DO NOT supply a copy of your digital certificate with your written application.

Essential Eligibility Requirements

Appointment is subject to a satisfactory National Police Clearance.

APPLICATION REQUIREMENTS

- Complete a Cover Letter expressing your interest and suitability for the advertised position.
- Complete a written response clearly addressing and highlighting all the areas outlined under the Selection Criteria. This includes the essential and desirable qualifications, skills and experience*
- Submit your (i) Cover Letter, (ii) Resume/Curriculum Vitae which summaries your experience, and (iii) Statements addressing the Selection Criteria.

** Applications that do not address the Selection Criteria cannot be accepted.*

For further information or to submit your application, please contact NACC NRM Corporate Services Manager Tom Maina on 08 9938 0100 or tom.maina@nacc.com.au you place the title of the position in the "Subject" line of your email. Incomplete or late applications cannot be accepted.

APPLICATIONS CLOSE: Monday 13 June 2022

Application Tips: (The following is suggested to assist you in writing your statement addressing the application.)

- For each of the criterion, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.
- The examples can be from your previous work experience, studies or general life experience and should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the end result of the action. One statement may address more than one criterion, though this must be clearly indicated.
- It is intended that the final statement addressing all criteria should be approximately 2 pages in length or approximately half a page per criterion, the content is more important than the volume.