



**CLCAC** CARPENTARIA LAND COUNCIL  
ABORIGINAL CORPORATION

*United we stand.*

## Senior Finance Officer

### About us:

Carpentaria Land Council Aboriginal Corporation (CLCAC) was established over 33 years ago in Burketown to represent the rights & interests of Traditional Owners. Our members are drawn from nine language groups whose traditional lands & waters are located in the southern Gulf of Carpentaria. As the recognised Native Title Service Body for the Southern Gulf of Carpentaria region, CLCAC performs statutory functions in accordance with the provisions of the Native Title Act 1993. An elected Board determines the Organisation's priorities and monitors the progress of native title applications and oversees operational activities and general governance.

CLCAC supports native title, PBC economic development & ranger programs in Burketown, Normanton & Mornington Island. We have a new exciting opportunity to join our organisation.

### The Opportunity:

As the Senior Finance Officer, you will be required to provide direct support to the Deputy CEO/Corporate Services Manager by supervising the day-to-day operations and responsibilities of the financial and administrative support team within the Corporate Services Unit, prepare timely monthly reconciliations and budget reports and assist in the preparation of annual financial statements and acquittals statements.

The ideal applicant for this role will be someone with relevant tertiary level qualifications, who is dynamic; relationship and outcome focused; has excellent written and oral communication skills.

### What we offer:

The position is a full-time position and may involve travel throughout the southern Gulf of Carpentaria region:

- Salary Range: \$73,320 - \$79,872 per annum depending on skills and experience.
- The CLCAC is a Private Benevolent Institution: Salary sacrifice arrangements are available.
- Leave entitlements will include 5 weeks annual leave.

**To Apply:**

To be considered for this role applications must be submitted directly to [hr@clcac.com.au](mailto:hr@clcac.com.au) by the closing date and must include:

1. A covering letter (1 page only);
2. A separate attachment outlining your experience against the Selection Criteria (no longer than 2 pages); and
3. A current resume, including the names and contact details of at least two referees (no longer than 4 pages).

**Selection Criteria:**

1. Tertiary level qualifications in Accounting or equivalent;
2. Experience to a high level with MYOB Accounting software or similar;
3. Experience with accounting processes and the ability to prepare financial reports, acquittals and budgets;
4. Demonstrated experience leading and supervising a team;
5. Possess strong attention to detail and problem-solving skills;
6. Possess excellent communication skills and the ability to communicate with Indigenous people, managers and key stakeholders;
7. Demonstrated organisational skills and the ability to priorities to meet impending deadlines and recurring priorities;
8. Demonstrated understanding and knowledge of Aboriginal communities in Northern Australia and willingness to commit to community development.

**Please ensure your application is marked 'Private and confidential' and addressed to:**

Bronwyn Morgan  
HR & OHS Compliance Officer  
Carpentaria Land Council Aboriginal Corporation  
PO Box 6662  
Cairns QLD 4870  
Or email to: [hr@clcac.com.au](mailto:hr@clcac.com.au)

**Applications close 5pm AEST Friday 3 April 2020**

To obtain a copy of the full Position Description please contact Bronwyn Morgan (HR & OHS Compliance Officer) on 07 4041 3833.

