



Finance Officer

POSITION DESCRIPTION

Aboriginal or Torres Strait Islander people are strongly encouraged to apply for this role.

Position Title	Finance Officer
Reports To	Business Services Manager
Direct Reports	None
Salary & Term	<ul style="list-style-type: none">• Ongoing, subject to continued funding• Salary of \$85,000 - \$97,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.
Overview	<ul style="list-style-type: none">• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.• The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.• This role is part of the Business Services team and is responsible for the provision of Financial Services to the First Peoples' Assembly of Victoria, including the management of the assembly's' monthly preparation of management accounts, Financial Accounting year end processes, Asset Reporting, General Ledger integrity, Payroll and Budget Management.• The position includes a range of statutory and stakeholder reporting, financial analysis and knowledge sharing activities providing technical accounting/finance advice and support across the Assembly.
Key Duties	<ul style="list-style-type: none">• Management of Accounts Payable and Receivable, Processing Invoices, Purchase Orders, Banking, Credit Card Expenditure and Reconciliations.• Provision of sound practical and procedural financial advice and support across a range of activities and tasks in line with Australian Accounting Standards.



	<ul style="list-style-type: none"> • Managing competing requests, demands, and priorities and monitoring the workflow to achieve effective outcomes. • Responsible for processing all payroll related matters on a weekly basis for the assembly and Members including leave requests • Budget Management – Preparation of annual budget and quarterly forecasts • Assistance in external Audit requirements. • Fleet Management – Oversee procurement, lease agreements and monthly related expenditure for the Assembly's 'fleet' cars. • Provide operational and budget support to the Business Services Manager on systems, policies and procedures for staff management, financial planning, and facilities management. • Lodge all BAS and IAS as required through the ATO portal. • Submit all superannuation payments on time. • Provide financial documents to all relevant stakeholders when requested. • Track expenditure on a weekly basis and investigate any abnormalities.
Skills and experience required	<ul style="list-style-type: none"> • Demonstrated experience in implementing financial policy and procedures. • Demonstrated experience in the application of financial concepts including invoice management, procurement, payroll, and budget management. • Strong communication skills, including the ability to effectively convey and provide authoritative advice to CEO, Management, and assembly with varying levels of financial literacy. • Excellent time management skills and the ability to manage own workload and priorities. • Excellent numerical, analytical, and problem-solving skills, including the ability to identify potential issues and make considered recommendations for issue resolution. • Excellent computer literacy skills and demonstrated ability using Xero, Business Systems and Microsoft Excel. • Ability to work autonomously and be driven to achieve results with an attention to detail. • Ability to read general ledger transactions with confidence and with an eye for detail. • Demonstrated experience with BAS reporting and lodgements. • Demonstrated experience with vehicle fleet management. • Demonstrated experience with payroll requirements. • Excellent communication skills to liaise with all relevant stakeholders.

Key Selection Criteria	<ol style="list-style-type: none"> 1. Demonstrated capacity to succeed in the Aboriginal community-controlled sector. Willing and able to provide high quality finance services within an organisation that is Aboriginal controlled and representative of Aboriginal communities in Victoria. Demonstrated understanding of the Aboriginal community in Victoria. Able to navigate complex relationships and act in accordance with the Assembly's values. 2. Demonstrated capacity for success in a growing organisation with the provision of financial services support. Able to promote compliance for legislative requirements in accounting practices across the Assembly and maintain focus on the primary goal of achieving Treaty in a way that best furthers the achievement of the rights of Victorian Traditional Owners and other Aboriginal people in Victoria. 3. Demonstrated capacity in dealing with difficult and sensitive persons.
Technical Skills	<ul style="list-style-type: none"> • MS Office proficiency • Xero proficiency