



POSITION DESCRIPTION

Bookkeeper

Job title	Bookkeeper
Reports to	SPV Manager, Ngardara Cooperative
Status	12-month contract 3-month probation Part-Time (1-2 days per week)
Date updated	03 June 2025
Salary range	\$65,000 - \$80,000 (pro-rata) plus superannuation
Location	Remote, working from home office

Ngardara Co-Operative

[Ngardara](#) means sun in the local Garrwa and Yanyuwa dialect, and the Ngardara Project is an innovative community-led approach to renewable electricity for the remote Northern Territory township of Borroloola. Ngardara Cooperative is a First Nations community-controlled organisation representing the Borroloola community. Its purpose is the improvement of energy security for households and the wider community through access to lower cost, more reliable renewable energy.

With support from Original Power, Ngardara Cooperative completed a detailed feasibility study in 2022. Project partners are now working together to drive the transition plan from reliance on diesel power to renewable energy for the Borroloola community and surrounding homelands in 2023.

Original Power, an First Nations organisation with extensive experience developing community-owned projects is partnering with the community of Borroloola through a collaboration agreement to deliver the solar farm and BESS for Borroloola. The Project is also supported by partners with extensive experience in developing, delivering and financing community capacity building and infrastructure projects.



The Position

The Bookkeeper will be responsible for maintaining accurate and timely financial records to support the ongoing operations of the Ngardara Special Purpose Vehicle (SPV) and the Ngardara Co-operative. This includes managing day-to-day bookkeeping tasks such as accounts payable and receivable, payroll, bank reconciliations, and financial reporting. The ideal candidate will have strong practical experience in bookkeeping, with a sound understanding of accounting principles and compliance requirements.

The key responsibilities of the Bookkeeper include:

- Maintain accurate and up-to-date financial records, including general ledger, accounts payable/receivable, payroll, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial statements (balance sheet, income statement, and cash flow) to support management decision-making.
- Prepare and submit tax filings (e.g. GST, PAYG, and other relevant obligations), coordinating with external accountancy tax advisors as required.
- Generate and issue invoices, process payments, and manage the reconciliation of all outstanding receivables and payables.
- Assist in the processing of payroll, including timesheet collection, data entry, superannuation calculations, leave entitlements, salary sacrifice arrangements, and ensuring compliance with relevant awards and tax obligations.
- Assisting the SPV Manager in the preparation of investor and grant reports and PPA (Power Purchase Agreement) reconciliation reports.
- Identify and recommend opportunities for process improvements or outsourcing to enhance financial efficiency and compliance.
- Utilise accounting software (e.g., Xero, QuickBooks) and systems effectively to maintain accurate records and streamline financial workflows.
- Assist with audit preparation and respond to requests for financial documentation as needed.
- Assist with the maintenance and updating of the Fixed Asset Register and financial models as directed.
- Support the preparation of information required for ACNC reporting and other regulatory compliance activities.
- Communicate financial information clearly with internal teams and external stakeholders.
- Adhering to and maintaining financial controls, systems, and documentation to support effective governance and accountability.

ABORIGINAL AND TORRES STRAIT ISLANDER CANDIDATES, AND THOSE WITH LOCAL KNOWLEDGE OF BORROLOOLA AND SURROUNDING COMMUNITIES, ARE STRONGLY ENCOURAGED TO APPLY.



Selection Criteria

Qualifications, Skills & Experience

1. Certificate IV in Bookkeeping, Accounting, or a related field (or equivalent experience). A recognised bookkeeping or BAS agent registration is highly regarded.
2. Proven experience in bookkeeping, including maintaining general ledgers, processing payroll, reconciling accounts, and managing accounts payable/receivable.
3. Experience working with financial systems such as Xero, MYOB, QuickBooks, or similar accounting software.
4. Strong attention to detail and a high level of accuracy in financial data entry and reporting.
5. Understanding of tax and compliance obligations relevant to small businesses, SPVs, clean energy projects, or co-operatives, including GST and PAYG.
6. Ability to prepare or support the preparation of financial reports such as balance sheets, income statements, and cash flow statements.
7. Ability to prepare or support the preparation of investor, grant, board and PPA reconciliation reports.
8. Clear written and verbal communication skills, with the ability to relay financial information to non-financial stakeholders.
9. Well-developed organisational and time management skills, with the ability to manage deadlines and multiple tasks efficiently.
10. The role may require periodic travel to project sites, including remote or Indigenous communities, to oversee technical work and engage with stakeholders.
11. Strong alignment with Ngardara's purpose and values.