

Accountant

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Financial Controller
Team:	Finance & Procurement
Classification:	Administrative Officer Level 5

About Gellung Warl

Gellung Warl - meaning 'tip of the spear' in Gunaikurnai language - is a First Peoples' representative and deliberative body, underpinned by Aboriginal Lore, Law and Cultural Authority.

Gellung Warl is established as a statutory corporation under the Treaty Act. It is made up of three arms that work together:

- the First Peoples' Assembly, the political decision-making arm
- Nginma Ngainga Wara, an independent government oversight and accountability arm and
- Nyerna Yoorrook Telkuna, an independent mechanism for ongoing truth-telling.

Gellung Warl is guided by the Ngarrakeetoong Martongakeeyt (Community Vision) and is answerable to Community through the Larbargirrar Gnuurtak Tulkuuk (Community Governance and Answerability Framework), which sets out how Gellung Warl engages with and is answerable to First Peoples in Victoria.

Gellung Warl's underlying purpose is to promote collective self-government, self-determination and empowerment of Traditional Owners and Aboriginal Victorians, including by:

- by representing First Peoples in Victoria and exercising decision-making powers in relation to First Peoples in Victoria
- representing First Peoples in Statewide Treaty negotiations with the State, including undertaking ongoing Statewide Treaty negotiations, and supporting Traditional Owner treaty-making
- providing for ongoing truth-telling and healing
- advising the Parliament and the State government in relation to matters that affect First Peoples and holding the State government to account in relation to its commitments to, and the impact of its actions on, First Peoples.

Role Purpose

The purpose of this role is to provide high-quality finance and accounting support that enables the effective operation of Gellung Warl and supports organisational priorities and Treaty outcomes. The role supports the Finance team through the accurate and timely delivery of accounts processing, payroll, reconciliations, general ledger support, asset register maintenance, regulatory lodgements and financial administration, ensuring reliable financial information is available to support sound decision-making and compliance.

This role requires the ability to navigate a complex and culturally sensitive environment, ensuring financial processing, payroll administration and accounting support uphold Gellung Warl's cultural authority, priorities and values while maintaining constructive relationships with colleagues, Traditional Owners, communities, stakeholders, Members and relevant internal and external partners.

As part of the Finance team, the Accountant provides practical support across all aspects of finance including but not limited to month end reporting, business partnering, reconciliations, financial records, regulatory lodgements, budget support, accounts payable and receivable, payroll processing, working closely with the Chief Financial Officer and relevant internal stakeholders to ensure finance services are timely, accurate and aligned with organisational priorities. The role helps ensure Gellung Warl's financial operations are well managed and delivered in support of broader organisational and Treaty objectives.

Accountabilities

Core:

- Ensure decisions and actions align with Gellung Warl's governance framework, operational requirements and statutory obligations.
- Engage respectfully with Traditional Owners and uphold cultural authority in all interactions.
- Provide high-quality accounting and finance support to assist informed decision-making and effective delivery of organisational priorities.
- Work collaboratively across Gellung Warl to support financial administration, payroll processing and alignment of finance activity with organisational priorities.
- Maintain constructive working relationships with colleagues, stakeholders, Members and service providers to support effective finance outcomes.

Specific:

- Month end reporting including balance sheet reconciliation
- Business partnering with ELT to set out and manage their budgets
- Ensure the fixed asset register is maintained and reconciled to the general ledger.

- Manage accounts payable and receivable processes, including reviewing invoices, banking, credit card expenditure and reconciliations.
- Track expenditure on a weekly basis and investigate any abnormalities
- Assist with external audit requirements and the preparation of supporting documentation.
- Provide operational and budget support to the Chief Financial Officer, including support for financial systems, policies and procedures for financial planning.
- Processing (on an as needs basis) accounts payable, payroll, meal allowances and mileage
- Provide sound practical and procedural financial advice and support across a range of activities and tasks in line with Australian Accounting Standards, Financial Management Act and Standing Directions.
- Manage competing requests, demands and priorities and monitor workflow to achieve effective outcomes.
- Assistance with tax, super and other regulatory lodgements
- Provide financial documents and information to relevant stakeholders when requested.
- Support the maintenance of general ledger integrity and identify issues or anomalies requiring follow-up.
- Contribute to the reliable provision of financial support and information used in the formulation of reports and budgets.
- Promote and support the achievement of Gellung Warl's core values and contribute positively to its reputation through high-quality finance practice.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Subject Matter Expertise

- Demonstrated experience in financial accounting and administration, including month-end reporting, balance sheet reconciliations, accounts payable and receivable, payroll processing, general ledger maintenance, and fixed asset management.
- Proven ability to provide accurate financial information, support budgeting and forecasting activities, monitor expenditure, and contribute to the preparation of reports that support sound organisational decision-making.

Financial Policies, Governance and Compliance

- Sound understanding of Australian Accounting Standards, financial management principles, taxation, superannuation, audit requirements, and other relevant legislative and regulatory obligations.
- Proven ability to maintain financial integrity through accurate record keeping, reconciliations, internal controls, and the secure management of sensitive and confidential financial information.

Planning, Problem Solving and Delivery

- Demonstrated ability to plan, prioritise and manage competing demands while delivering accurate and timely financial services in a deadline-driven environment with minimal supervision.
- Strong analytical and problem-solving skills with the ability to identify discrepancies, investigate anomalies, implement corrective actions, and continuously improve financial processes and outcomes

Stakeholder Engagement and Communication Skills

- Proven ability to build trust, influence outcomes, and maintain productive relationships with senior leaders, staff, auditors, service providers, and other stakeholders, effectively navigating complex and politically sensitive environments while upholding organisational priorities and values.
- Highly developed written, verbal and interpersonal communication skills, with the ability to adapt communication styles for diverse audiences, convey complex financial information clearly, and work collaboratively within multidisciplinary teams to achieve high-quality organisational and financial outcomes.

Cultural Capability

- Passionate about being part of reform to benefit First Peoples in Victoria.
- Ability to work respectfully with First Peoples, Traditional Owners and Aboriginal communities.
- Demonstrated understanding of cultural safety and culturally responsive practice.
- Ability to build respectful, collaborative and culturally informed relationships.
- Commitment to Gellung Warl's values and organisational purpose.

Experience & Qualifications

- Demonstrated knowledge of Aboriginal communities and organisations within Victoria.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
- Experience working in a statutory body highly desirable
- Demonstrated experience in the application of financial concepts, including invoice management, procurement, payroll and budget support in a medium sized organisation.
- Experience in BAS reporting and lodgements is highly desirable.
- Experience managing payroll requirements is highly desirable.
- Experience with month end, reconciliation, fixed assets, accounts payable and

accounts receivable is highly desirable.

- Minimum 2-5 years' experience working as an accountant required
- Business administration or accounting qualifications required.
- As part of our commitment to child safety and in line with the Working with Children Act 2005 (Vic), all roles within Gellung Warl require a valid Working with Children Check (WWCC).

Values

From time to time the First Peoples' Assembly will develop and adopt values to give practical expression to the objects and principles in section 2 of the *Statewide Treaty Act 2025 (Vic)*. Until adoption, the objects and principles in section 2 of the Statewide Treaty Act stand as the Gellung Warl Values applicable to all Gellung Warl staff members.



Other Relevant Information

Gellung Warl employees need to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.

Gellung Warl requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014 (Vic)*.

Gellung Warl is committed to creating a workplace of inclusion and diversity. When it comes to our people, we:

- are committed to advancing First Peoples' employment by fostering a culturally safe workplace and supporting the recruitment, retention, and development of First Peoples.
- focus on ability, not disability, and will make reasonable adjustments wherever requested.
- welcome individuals who weren't born in Australia, speak English as a second language, and practice different faiths. We also respect and welcome people who express their gender, sex, and sexuality in different ways
- consider that people with more life experience have a lot of wisdom to offer.

Gellung Warl employees must uphold Gellung Warl's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with Gellung Warl's values, capabilities and policies.

Gellung Warl is a Child Safe organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and all employees are expected to maintain a valid Working with Children Check, and be cognisant of, and act consistently with, Gellung Warl's expectations about child safe principles and behaviours.

Gellung Warl requires all successful applicants to undertake a National Police Check. Employment will be conditional upon a satisfactory outcome.

As per the *Occupational Health and Safety Act 2004 (Vic)*, Gellung Warl employees must take reasonable care for the health and safety of themselves and others and not put others at risk by any act or omission. Employees must cooperate with Gellung Warl about any action taken to meet OHS obligations, this includes following safe work practices and reporting incidents and hazards.

Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety, and welfare.

