

Bookkeeper & Payroll Officer

Location:	Collingwood, Victoria / hybrid arrangements
Reports to:	Accountant
Team:	Finance & Procurement
Classification:	Administrative Officer Level 3

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 accurate and timely finance administration support that assists the effective operation of Gellung Warl and supports organisational priorities and Treaty outcomes. The role supports the Finance team through the processing of accounts, payroll, reconciliations, general ledger support, asset register maintenance, regulatory lodgements and routine financial administration, helping ensure financial information is maintained reliably and in accordance with established procedures.

This role requires the ability to work in a complex and culturally sensitive environment, ensuring financial processing and administration activities are undertaken respectfully, accurately and in line with Gellung Warl's values, policies and procedures while maintaining constructive relationships with colleagues, Traditional Owners, communities, stakeholders, Members and relevant service providers.

As part of the Finance team, the Assistant Accountant Bookkeeper & Payroll officer provides day-to-day support across accounts payable and receivable, payroll processing, reconciliations, financial records, regulatory lodgements and routine budget administration, working closely with the Chief Financial Officer Financial Controller, Accountant and relevant internal stakeholders to help ensure finance services are timely, accurate and aligned with organisational requirements. The role helps maintain well-organised and reliable financial operations in support of broader organisational and Treaty objectives.

Accountabilities

Core:

- Ensure work activities are carried out in line with Gellung Warl's governance framework, finance procedures and statutory obligations.
- Engage respectfully with Traditional Owners and uphold cultural authority in all interactions.
- Provide accurate and timely finance administration support to assist effective delivery of organisational priorities.
- Work collaboratively across Gellung Warl to support financial processing, payroll administration and related finance activities.
- Maintain constructive working relationships with colleagues, stakeholders, Members and service providers to support effective finance operations.

Specific:

- Process accounts payable and accounts receivable transactions, including invoices, banking, credit card expenditure
- Process payroll-related matters on a weekly basis for staff and Members, including leave requests, in line with approved procedures.

- Process meal allowances and mileage payments to staff and Members in a timely manner.
- Provide practical financial administration support across a range of activities and tasks in line with established procedures, Australian Accounting Standards and Financial Management Act.
- Manage competing requests, demands and priorities and monitor workflow to achieve effective outcomes.
- Provide operational finance support to the Financial Controller, including assistance with financial systems, procedures and routine financial planning activities.
- Provide financial documents and routine financial information to relevant stakeholders when requested.
- Assist in maintaining general ledger integrity by identifying and escalating issues or anomalies requiring review.
- Promote and support the achievement of Gellung Warl's core values and contribute positively to its reputation through accurate and reliable finance administration.
- Undertake other duties consistent with the role's classification and purpose as directed.

Key Selection Criteria

Subject Matter Expertise

- Demonstrated experience in financial administration, including payroll-related processing, record management, reconciliations, reporting, and maintaining accurate financial and employee records.
- Proven track record of ensuring payroll and administrative processes is completed accurately, efficiently, and in accordance with relevant legislation, awards, and organisational procedures.

Financial Policies, Governance and Compliance

- Sound understanding of financial procedures, internal controls, governance frameworks, and statutory obligations, ensuring compliance with established procedures, Australian Accounting Standards and Financial Management Act and other relevant legislative requirements.
- Experienced in maintaining confidentiality and safeguarding sensitive data while supporting audit requirements, risk management, and effective record-keeping practices.

Planning, Problem Solving and Delivery

- Strong coordination and prioritisation skills, with the ability to manage multiple concurrent initiatives and keep them on track.
- Highly developed attention to detail with the ability to identify discrepancies, reconcile information, maintain accurate records, and produce reliable financial and administrative documentation and support.

Stakeholder Engagement and Communication Skills

- Strong interpersonal and communication skills with the ability to establish and maintain effective working relationships with colleagues, managers, service providers, members, and other stakeholders.
- Demonstrated ability to provide professional, responsive, and customer-focused support, resolving enquiries efficiently while maintaining confidentiality and accuracy.

Collaboration and Teamwork

- Proven ability to work collaboratively across teams to support financial operations, payroll administration, and broader organisational objectives.
- Experienced in liaising with finance teams, payroll providers, managers, and external stakeholders to ensure smooth processes, effective communication, and successful service delivery.

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 in finance administration, including invoice management, procurement support, payroll processing or related accounting support tasks for a medium sized organisation.
- Experience processing payroll within an organization is desirable.
- Experience with accounts payable, accounts receivable, reconciliations and is desirable.
- 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.

