

Position Description

About Bunurong land Council

We are a Traditional Owner organisation that represent the Bunurong people of the South-Eastern Kulin Nation. We aim to preserve and protect the sacred lands and waterways of our ancestors, their places, traditional cultural practices, and stories.

Bunurong Land Council Aboriginal Corporation (BLCAC) is a not-for-profit Aboriginal Corporation that represents the Bunurong Traditional Owners and community. BLCAC was formed in the late 1990s by a small group of Bunurong Elders and warriors to provide representation on Bunurong Country, particularly around cultural heritage management and protection. The corporation was registered with the Office of the Registrar of Indigenous Corporations (ORIC) in 2000 and since then, membership has grown to over 300 members.

BLCAC is the Registered Aboriginal Party (RAP) for and on behalf of Bunurong People. We have overcome many obstacles on the way, but Bunurong People are now recognised as the Traditional Owners of their lands and waters across greater Melbourne, Mornington Peninsula, and the Bass Coast.

BLCAC members descend from the First People of the coastal areas around Port Phillip Bay (Narrm), with a provenance dating back well over 40,000 years. Our community has survived over 200 years of kidnappings, slavery, massacres, poisonings, imprisonment, disease, and broken promises. We were removed from Country, our language silenced, but the survivors continued to tell and retell the stories of Bunjil and the Lore, family, dispossession, loss but continued to dreaming that one day we would come together again and restore the Bunurong community on our Traditional Lands.

Position Title:	Assistant Accountant	Business Unit:	Corporate Services – Finance
Reports To:	Finance Manager	Direct Reports:	Nil
Package:			
Primary Objective:			
The Assistant Accountant supports the Finance Manager in delivering accurate, timely, and compliant financial operations across the organisation. The role is responsible for end-to-end processing of payroll, accounts payable, accounts receivable, reconciliations, and assisting with financial reporting and month-end processes. The position plays a key role in ensuring financial integrity, improving systems and processes, and supporting effective financial management across BLCAC.			
Key Responsibilities			
• Manage end-to-end accounts receivable including invoicing, receipting, and allocation of payments. • Maintain debtor accounts, monitor outstanding balances, and follow up overdue payments. • Process supplier invoices and payments in line with internal controls and payment terms. • Perform accurate and timely payroll processing, ensuring compliance with taxation, superannuation, and relevant legislation. • Prepare and complete daily and monthly bank reconciliations. • Maintain accurate and up-to-date financial records. • Support the Finance Manager in financial reporting, and audits. • Liaise with internal and external stakeholders, including vendors, employees, and government agencies. • Contribute to process improvement initiatives within the finance function. • Maintain confidentiality and data integrity in all financial dealings.			

Position Dimension & Decision-Making Authority	
Without Referral to Manager:	• Routine processing of payroll, accounts payable, and accounts receivable • Completion of reconciliations and standard financial entries • Resolution of minor discrepancies within approved guidelines
Referred to Manager:	• Non-routine or high-value financial transactions • Budget variations or financial adjustments outside standard processes • Payroll structure changes or compliance-related issues • Audit or regulatory matters requiring escalation
Key Communication Contacts	
Contact/ Organisation:	Purpose/Frequency of Contact:
Finance Manager	Daily reporting and updates
BLCAC Staff	Payroll and expense queries
External Auditors	Periodic reporting and audits
ATO & Superannuation Providers	Compliance and reporting
Customers & Suppliers	Payments and invoice processing

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures
Payroll Administration & Compliance	• Coordinate accurate and timely end-to-end payroll processing in accordance with relevant legislation, awards, taxation and superannuation obligations. • Maintain payroll records, ensuring confidentiality, integrity and data security. • Provide responsive support and resolution of payroll-related enquiries. • Support onboarding processes and provide guidance to staff in relation to payroll systems and Employment Hero processes.	• Payroll processed accurately and within required timeframes. • Superannuation, PAYG and statutory obligations lodged on time.
Accounts Receivable & Revenue Management	• Prepare and issue invoices for services provided in a timely manner. • Process receipts and accurately allocate incoming payments. • Monitor outstanding debtors and undertake proactive follow-up of overdue accounts. • Assist in maintaining effective cash flow management practices.	• Invoices issued accurately and within agreed timeframes. • Payments allocated correctly with minimal discrepancies. • Debtor ageing reviewed regularly and follow-up actions completed within required timeframes.
Accounts Payable & Expenditure Control	• Process supplier invoices and payment requests in accordance with organisational procedures. • Reconcile supplier accounts and investigate discrepancies. • Schedule and process creditor payments within approved terms. • Maintain accurate and up-to-date creditor records.	• Accounts payable transactions processed accurately and efficiently. • Payments completed within supplier terms. • Creditor reconciliations maintained with minimal outstanding discrepancies.

Stakeholder Management	• Maintain effective working relationships with employees, suppliers, funding bodies and external stakeholders. • Respond to finance-related enquiries in a professional and timely manner. • Support collaborative financial administration across operational teams.	• Positive stakeholder feedback and effective working relationships maintained. • Enquiries responded to within reasonable timeframes.
Financial Compliance & Governance	• Ensure financial transactions comply with relevant legislation, accounting standards and organisational policies. • Maintain accurate financial records and supporting documentation. • Support audit preparation and compliance requirements. • Maintain confidentiality and appropriate handling of financial information.	• High level of compliance with organisational and statutory requirements. • Audit documentation prepared accurately and on time. • Financial records maintained to organisational standards.
Financial Reporting & Reconciliation	• Assist in preparing financial statements. • Reconcile bank transactions and resolve discrepancies. • Support the finance team in budgeting and forecasting, • Provide financial data for management decision-making. • Maintain accurate financial documentation and ensure audit compliance.	• Reconciliations completed within required deadlines. • Variances investigated and resolved promptly. • Reports prepared accurately and within agreed timeframes.
Policies, Systems & Continuous Improvement	• Comply with organisational policies, procedures and internal controls. • Contribute to the review and improvement of finance processes and systems.	• Compliance with policies and procedures demonstrated. • Process improvement initiatives implemented successfully.

	- Identify opportunities to improve efficiency, accuracy and financial controls. - Support implementation of process improvement and best practice initiatives.	Measurable improvements in efficiency, accuracy or workflow identified and supported.
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Key Challenges

- Managing multiple financial processes while maintaining accuracy and compliance.
- Adapting to changes in financial regulations and organisational policies.
- Addressing discrepancies in accounts and ensuring proper financial reconciliation.
- Balancing workload with competing deadlines and priorities.
- Maintaining confidentiality and trust.

Person Specification

Qualifications and Experience	Personal Qualities and Attributes
- Aboriginality – desirable - Clear Working with Children Check, National Police History Check - Current VIC Drivers Licence - Tertiary qualification in Accounting, Finance, or related discipline 3–5 years' experience in a similar accounting or assistant accountant role - Strong experience in payroll, accounts payable, accounts receivable, and reconciliations - Proficiency in accounting systems (e.g., Xero, MYOB or similar) - Strong understanding of taxation, superannuation, and financial compliance requirements - Advanced Microsoft Excel and general MS Office skills - Hybrid working arrangement - Experience in not-for-profit or Aboriginal organisations	- Strong attention to detail and high level of accuracy - Excellent time management and ability to meet deadlines - Strong analytical and problem-solving ability - Effective communication and stakeholder engagement skills - Ability to work both independently and collaboratively - High level of integrity and commitment to confidentiality

I confirm that I have read this job description and acknowledge and understand my roles and responsibilities. If I have any questions I acknowledge that I can approach my Manager for clarification.

Employee Signature

Print Name

Date