**Section:** Accounts

**Job Title:** Accounts Manager

**Position No:** 1.4.0.b

**Job Description:** Manager of the administration of Mamabulanjin including the accounts, pay and records for the organisation and the services provided for its clients.

**Award Level:** Above Award Rate

This position has the generic Characteristics, Job Requirements and Responsibilities detailed in the Classifications Definitions of the “Social, Community, Home Care and Disability Services Industry Award 2010 and any subsequent amendments and the organisational chart for Mamabulanjin.

**Reporting to:** Chief Executive Officer of Mamabulanjin Aboriginal Corporation

**Duty Statement**

1. Provide reports for internal management, MAC Board of Directors, statutory reporting purposes, various funding agencies, including the Australian Taxation Office (BAS and FBT returns).
2. Administer financial operations of MAC including receipts, payments, invoices, purchase orders, daily reconciliation and banking, end of month reconciliation and end of year processing.
3. Act as contact point for MAC staff regarding payroll, salary sacrificing and other staff issues and maintain in-house administrative records as required by the MAC Board of Directors.
4. Assist the CEO implement and review occupational health & safety requirements as it relates to our various service industries.
5. Liaise with the organisation’s auditors and with funding bodies on finance and administrative matters.
6. Administration of the organisation’s recruiting procedures.
7. Provide reception services and advice to clients and the general public, in matters relating to the services of Mamabulanjin.
8. Oversee training needs and implement training in the Office Management Section.
9. Assist the Chief Executive Officer with applications for funding or contract tenders.
10. Assume responsibility for the administration of Mamabulanjin’s assets.
11. Provide bookkeeping and payroll services for a limited number of smaller organisations as required.

**Selection Criteria**

**Minimum Qualifications Required**

Year 12 or equivalent with a strong emphasis on business and bookkeeping, or a business college qualification in administration and accounting.

**Knowledge and Understanding Needed:**

1. Experience with financial operations such as accounts receivable and payable, financial reporting, and use of financial software such as MYOB, Quicken and Quickbooks.
2. Demonstrated ability to exercise initiative and judgement in the management of a range of administrative functions.
3. Proven ability to establish priorities and complete multiple tasks within limited time constraints.
4. Supervisory experience with excellent interpersonal, written and verbal communications skills.
5. Sound knowledge of desktop computers and use of a range of software applications including Microsoft Word and Excel and familiarity with data bases.
6. To have gained from personal experience an understanding of issues affecting Indigenous people in Australia including: their culture, the diversity of their circumstances, together with an ability to communicate effectively and sensitively with Indigenous people of Australia.
7. Flexibility and ability to work effectively with limited supervision as well as a member of a team.
8. Willingness to participate in and promote workplace diversity, industrial democracy and Occupational Health and Safety.

**Essential Skills:**

1. Very strong organisational, personal time management, planning and prioritising skills; the ability to work independently without direction and solve problems related to office management.
2. Well-developed written and oral communication skills.
3. The ability to communicate effectively with Indigenous people including the ability to work with and under the direction of Indigenous people.
4. The ability to interpret and apply the provisions of an industrial award to the employees of Mamabulanjin.
5. An ability to provide on the job training to office staff, or to arrange training as required.

**Desirable characteristics:**

1. Tertiary qualifications in accounting and membership of a professional accounting body.
2. Experience in preparation of financial reports such as BAS, FBT statements and end of year financial statements.
3. Experience in working with Indigenous people and/ or Remote Indigenous Communities.
4. Experience working in the not-for-profit sector.
5. Experience with Government Funding Programs and Government and Mining Contract Management.
6. Knowledge of Mamabulanjin Aboriginal Corporation and its functions.
7. Current C Class Driver’s License.

**Special Job Related Requirements:**

Nil