

**ACCOUNTS & PAYROLL OFFICER –
Winun Ngari Aboriginal Corporation**

SELECTION CRITERIA

1. Demonstrated proficiency in MYOB, spreadsheets, databases & Microsoft Office Suite of products
2. Demonstrated end-to-end payroll processing experience
3. Experience in the management of accounts, banking and superannuation processing
4. Knowledge and experience in compliance activities including PAYG Statements & Reports
5. Ability to manage and prioritize multiple tasks within a busy environment
6. Well-developed analytical skills and ability to problem solve
7. Ability to effectively communicate with suppliers and employees
8. Proven ability to work independently and achieve results as a member of a team

QUALIFICATIONS/CERTIFICATIONS

ESSENTIAL

- Current **Drivers Licence**
- **National Police Check** – must produce within one-month of starting employment
- Minimum qualification in bookkeeping and/or demonstrable experience

DESIRABLE

- Qualifications in accounting and/or working towards a diploma or degree
- Experience working with Indigenous communities