**Vacancy information**

**Our purpose** is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government’s efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

**As an Assistant Finance Officer,** your main responsibilities will be to support the finance team with processing accounts payable and accounts receivable functions.

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| Job Reference | VN1825 |
| Classification | APS Level |
| Job Title | Assistant Finance Officer |
| Employment Type | Ongoing/Non-ongoing, Full-time (75 hours per fortnight)  Non-ongoing may be offered for up to 12 months initially, with the possibility of extension.  A merit pool may be established from this selection process to fill similar future ongoing and non-ongoing vacancies that may arise. |
| Salary | $71,560 - $78,001 per annum (pro-rated, if Part-time) |
| Benefits | * 15.4% superannuation. * Ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay. * Free all-day parking options nearby. |
| Location | National Office – Phillip, ACT. |
| Contact Officer | Lakshmi Kanth Imandi – (02) 6212 2008 |

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| Accounts payable | Process payment of supplier invoices using Technology One ensuring legitimacy and correct authorisation of the invoices, including generation of EFT files. |
| Accounts Receivable | * Receipting of company’s revenue using Technology One and bank account reconciliations. * Assist with end of month processes. * Maintaining company’s vehicle fleet records. |
| Administration | Providing admin support, dealing with incoming and outgoing mail and process stationery order requests.  Maintaining company’s vehicle fleet records.  Providing helpdesk support, act as a liaison, respond to queries, and resolve issues that our hostel staff might face using software. |
| Other | * Work collaboratively to provide assistance and support to meet deadlines. * Other duties as directed. |
| *Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.* | |

**APS 4 Assistant Finance Officer - Position Description**

**APS 4 Assistant Finance Officer - Skills and Experience Required**

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| The successful applicant will demonstrate: | |
| 1 | Understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples. |
| 2 | Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples. |
| 3 | Preferred qualifications and/or experience in a financial/business field. |
| 4 | Other key skills for the role include:   * Solid understanding of basic accounting principles and their practical applications. * Strong attention to details. * Ability to build good relationship with suppliers. * Ability to work independently and take initiative. * Ability to meet deadlines. |
| 5 | Excellent oral and written communication skills. |

**Recruitment Initiatives**

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link:  [[APSC Recruitability scheme guide applicants](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants)](https://www.apsc.gov.au/recruitability-scheme-guide-applicants).

**Eligibility**

* Be an Australian Citizen.
* Undergo a Satisfactory National Criminal History Check (prior to engagement).
* Meet Fitness for Duty requirements (prior to engagement).
* Hold or obtain relevant qualifications.

**How to apply**

* Complete the **Application Form** available from our website [Work with us | Aboriginal Hostels Limited (ahl.gov.au)](https://www.ahl.gov.au/work) along with a statement of claims outlining your relevant skills and experience for the role.
* Email your current **Resume** and **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEST on **Thursday, 13 February 2025.**
* Please include your name and the job reference (VN18525) in the subject of your email.