



Finance Officer (Affirmative Measure) (APS 4)

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

AHL is seeking an experienced Finance Officer to join our small team responsible for a variety of financial and corporate functions.

Vacancy Information - VN-0684181	
Job Title:	Finance Officer - Affirmative Measure
Classification:	APS 4
Job Type:	Ongoing/Non-ongoing - Full-time Note: This role may be offered as a non-ongoing specified term for up to 18 months initially with the possibility of an extension.
Salary and benefits:	\$64, 121 - \$64, 700 plus 15.4% superannuation and the ability to salary sacrifice up to \$15,900 per FBT year for rent, mortgage or living expenses. + Free public parking options close to the office
Location	National Office, Phillip ACT
Contact Officer	Lakshmi Imandi: Lakshmi.Imandi@ahl.gov.au PH: (02) 6212 2008
Closing Date	11:59PM AEST on 29 November 2020.

P . R . O . U . D .

WE ARE... **PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED**

Position Information:

Key Duties	<p>Accounts Payable</p> <ul style="list-style-type: none">• Reviewing, coding and processing of payable documents, in particular:• Ensuring legitimacy and correct authorisation of payables, as per Financial Delegations, policies and statutory requirements;• Accurate coding of invoice payable into FMIS;• Creation of invoice payable batches within FMIS and banking modules; and <p>Accounts Receivable</p> <ul style="list-style-type: none">• Reconciliation of bank statements against reservation management system and debtors management, in particular:• Accurate and timely reconciliation of bank receipts against customer invoices;• Review, identify, issue and follow-up on outstanding debtor accounts;• Resolve invoicing and receipting issues with hostel management; and• Respond to various queries from hostel management and the other various stakeholders. <p>Administration</p> <ul style="list-style-type: none">• Records management including appropriate filing and storage of various financial and operational documents;• Make travel arrangements and assessment of travel allowance as per the travel policy; and• Process stationery order requests. <p>Other</p> <ul style="list-style-type: none">• Work collaboratively to provide assistance and support to meet deadlines within a team.• Other duties as directed.
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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.

We are looking for a passionate individual with finance experience and to be successful for this role you will need to demonstrate:

Job Capabilities	<p>Qualifications and or experience in a financial/business field. Ability to accurately and efficiently:</p> <ul style="list-style-type: none">• review, code and ensure payables are ready for payment;• reconcile bank accounts to subsidiary ledgers;• review, issue and follow-up on debtor accounts• Good written and oral communication skills. <p>Personal Attributes and Abilities</p> <ul style="list-style-type: none">• Ability to work within a team environment that is subject to strict deadlines and high workloads;• Ability to prioritise and manage workload; and• Ability to develop effective relationships with internal and external stakeholders.
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Our values:

In AHL we demonstrate P.R.O.U.D values and recruit candidates with these qualities.



To be eligible for this position, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent; and
- identify as an Aboriginal and/or Torres Strait Islander; and
- be accepted by your community as being Aboriginal and/or Torres Strait Islander.
- be an Australian Citizen;
- undergo a Satisfactory National Criminal History Check (prior to engagement);
- meet Fitness for Duty requirements (prior to engagement)

Notes

The filling of this vacancy is intended to constitute an affirmative measure under subsection 8(1) of the *Racial Discrimination Act 1975*.

How to apply

1. Complete the **Application Form** available from our website www.ahl.gov.au/employment and be sure to complete the one page pitch outlining your relevant skills and experience.
2. Email your CV and completed Application Form to applications@ahl.gov.au by 11:59PM AEST on the closing date, **29 November 2020**.
3. Please include your name and the position title in the subject of your email.