



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	Bookkeeper
<b>Position number</b>	
<b>Employment status</b>	Full time / Negotiable
<b>Department</b>	Positive Ageing and Disability Services
<b>Location</b>	Ford Road, Shepparton
<b>Position reports to</b>	Manager
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	SCHADS Award (Depending on qualifications and/or experience)

## ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30 million and a workforce of approximately 300 people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



<b>ROLE PURPOSE</b>
To provide business, Accounting/finance and quality improvement support to promote the streamlined delivery of Ageing and Disability Services across all programs.
<b>KEY SELECTION CRITERIA</b>
<p><b>Qualifications and Registrations:</b></p> <ul style="list-style-type: none"> <li>• Minimum tertiary-level qualifications in Business, Accounting, Administration, or equivalent.</li> </ul> <p><b>Knowledge and skills:</b></p> <p><u>Mandatory</u></p> <ul style="list-style-type: none"> <li>• Familiar with purchase process and suppliers' invoice processing</li> <li>• Excellent administration and multi-tasking skills.</li> <li>• The ability to work in a team environment.</li> <li>• Working Knowledge of accounting systems.</li> <li>• Excellent written and verbal communication skills</li> <li>• Well-developed computer skills and in using the Microsoft Office suite of products.</li> <li>• Demonstrated understanding of financial management and bookkeeping processes and the application of financial controls.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Working knowledge of client information management systems</li> <li>• Experience in quality improvement initiatives or program evaluation processes.</li> <li>• Prior Accounts Payable experience</li> <li>• Demonstrated ability to review and develop procedures and guidelines to guide work practices.</li> <li>• Experience working within the Aged Care, Disability or Community Services sector in a program-based or Finance/Administration capacity.</li> <li>• Understand the management of individual client budgets and the associated fee for service funding landscape.</li> </ul>
<b>KEY RESPONSIBILITIES</b>
<p><b>1. <u>Technical Capabilities</u></b></p> <ul style="list-style-type: none"> <li>• Manage processing and program allocations of suppliers' invoices associated with service delivery.</li> <li>• Manage operational reporting across age care and disability programs</li> <li>• Manage queries and liaise with Finance Department personnel regarding payment of Suppliers.</li> <li>• Assist the Managers to verify and submit claims associated with the relevant programs</li> <li>• Develop skills and operate as a central program resource regarding the electronic client data management system.</li> <li>• Provide support to Managers with the development and implementation of program monitoring and quality improvement initiatives.</li> <li>• Work with the management team to develop clear guidelines for all key program operations.</li> <li>• Work with management to develop program processes to ensure that resources are managed effectively and efficiently and in accordance with program guidelines.</li> </ul>



- Perform and complete any reasonable duties relevant to the Position Description as requested by Executive Management and Management team.

## 2. Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

## 3. Administrative Capabilities

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

## EMPLOYMENT CONDITIONS

- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- NDIS screening check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentially agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements

**In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description.**

Accepted

Date:

Employee name:

Employee signature: