



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	Bookkeeper This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010). This employment opportunity is only available to Aboriginal and Torres Strait Islander peoples.
Position number	
Employment status	Full time
Department	Finance
Location	Archer Street, Mooroopna
Position reports to	Manager
Award	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Classification	Administrative Grade 2 – Level 5

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 Ageing 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.



ROLE PURPOSE

To provide finance and administrative support to the Finance Manager and Chief Financial Officer.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- A Certificate IV in Accounting and Bookkeeping with at least 1 to 2 years workplace experience in accounting and bookkeeping. A Candidate who are currently pursuing or willing to pursue Certificate IV in Accounting and Bookkeeping, may be considered if they fulfill other selection criteria.

Knowledge and skills:

- A good understanding of accounting principles and practices.
- Hands on experience of processing supplier's invoices, Accounts Payable process with high levels of attention to detail.
- The job requires speed, accuracy, attention to details and organisational skills.
- Working knowledge of Excel.
- The ability to work in a team environment and support other team members with additional or higher duties when needed.
- Excellent written and verbal communication skills.
- Knowledge of accounting software preferably Microsoft Business Central.
- Ability to prioritise workload and manage time effectively to meet deadlines.
- Well-developed computer skills and Microsoft Office products.
- Demonstrated understanding of the role of the Finance function in the overall organisation and basic financial management processes.

KEY RESPONSIBILITIES

1. Technical Capabilities

- A thorough understanding of Accounts Payable process.
- Ensure all vendors are paid promptly.
- Ensure all expenses and incomes are allocated to the relevant programs.
- Customer invoicing and understanding of Accounts Receivable process.
- Strictly adhering to Monthly/Quarterly/Annual closing timelines.
- Data entry and office management responsibility assigned by Finance Manager and Chief Financial Officer.
- Vendor/ Customer/ Bank account reconciliation.
- Undertake continued professional development.
- Respond to queries from staff and Vendors/Customers.
- Assist in the managing and ordering of all gift and other cards. e.g. BP, Coles, Kmart, Cab Charge etc.
- Assist with the processing of accounts for the Care Coordination Support Services program.
- Vehicle expense management and record keeping.
- Ensuring staff travel is paid in a timely manner.



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

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.
- 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.