



FINANCE MANAGER

Ngunya Jarjum Aboriginal Child and Family Network

Lismore Office NSW Service delivery area Tweed Heads to Grafton NSW

About us visit www.ngunyarjarjum.com

76-hour fortnight – Finance Manager position working with an NFP ACCO

Your focus will be providing quality accounting services to all internal and external clients. The Finance Manager position reports directly to the Chief Executive Officer (CEO).

Your objectives will include:

- Leading and mentoring a small team across Finance, IT and administration
- Financial management and reporting
- Budgeting, planning and process improvement
- Manage the general ledger functions including reconciliations, receivable, payables, and GST
- Cash management and investments
- Manage the year end external audit process

Please submit your CV and application addressing the following selection criteria

- Preferably CA or CPA qualified with proven track record of success working in not-for-profit sector, particularly in Aboriginal Community controlled organisation.
- Demonstrate experience in providing positive leadership and direction with ability to coach, develop and mentor others to ensure success across the business services team
- Ability to maintain confidentiality, exercise tac, initiative and sound judgement
- Demonstrated ability to work flexibly within tight time schedules and with variable workload demands
- Possess strong communication skills and ability to build relationships and high level of trust and engagement with all stakeholders through quality of work and people skills
- Genuine desire to work for an Aboriginal Community Controlled Organisation

Closing date for applications is Monday 16th January 2023

Appointment to this position will be subject to a National Criminal History Record Check and a NSW Working with Children – Employee clearance.

Two reference checks will be required including one recent supervisor.

Ngunya Jarjum Aboriginal Corporation has a COVID-19 Vaccination Policy in place which applies to Employees. If you would like further information regarding this policy, please email human.resources@ngunyarjarjum.com

Ngunya Jarjum is an Aboriginal Community Controlled Organisation

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- Work on beautiful Bundjalung Country

If you would like to know more about the position, please contact Michelle Hicks on (02) 6626 3700 Human Resources Manager.