



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

ACCOUNTS CLERK

POSITION DETAILS

Position Title:	Accounts Clerk
Hours:	Full time or Part time, 22.80 - 38 hours per week
Wages:	\$ 68,700 - 70,800 per annum plus Super, subject to qualification and experience
Employment Type:	Permanent
Location:	4/48 Edgar Street Heywood 3304 and other GMTOAC properties as required.
Reports to:	Finance Manager

About GMTOAC

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC was established by the Gunditjmara in 2005 asserting our Sovereignty to continue our connection to care and protect Gunditjmara Country and to progress our rights and interests in our cultural identity, social justice, native title, cultural heritage, and land justice for our Gunditjmara Country.

Through GMTOAC, Gunditjmara ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country and under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of our traditional lands and waters and for our respect to our Gunditjmara ancestors and for our Elders.

The UNESCO World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities at GMTOAC. Alongside GMTOAC's successful and innovative programs and projects, the Budj Bim World Heritage listing elevates an already unique work experience on Gunditjmara Country to global recognition and responsibilities. The Budj Bim Cultural Landscape is a unique place with universal heritage values that demonstrate how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent place of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to greatly expand over the past two years with future growth, opportunities, and expansion to rapidly increase within the next few years.

Position Summary

The Accounts Clerk supports the Finance and Payroll team with sound financial management of GMTOAC. The role primary responsibility is to process Payroll on Mondays, manage daily tasks such as monitoring and processing of correspondence, Accounts Payable invoices and staff payment claims and reimbursements, and assisting in operations and administrative tasks of accounts and payroll.

The role also assists to meet statutory reporting and funding submission requirements. These includes supporting the audit and acquittal process and assisting with Accounts Receivable invoicing

and bank reconciliations when required. The Finance Team also supports the growth of our subsidiary company, Budj Bim Cultural Landscape Tourism (BBCLT), where appropriate.

The role also supports the team with the development and maintenance of GMTOAC finance policies and procedures.

The role requires permanent hours on Mondays, with flexibility for the remaining hours.

ROLE RESPONSIBILITIES

Relationships

The position:

- Supports the Finance team by managing daily tasks effectively and efficiently.
- Contribute to the teams' ability to maintain and develop secure and resilient processes.
- Works collaboratively with other staff to deliver and manage programs and projects budgets.
- Works confidently with all external stakeholders, including members and directors.
- Works cooperatively with external consultants and suppliers as required

Financial Management

Assist the Finance team to compile, analyse, and report financial data including the following:

- Processing of Accounts payable and some Accounts receivable
- In conjunction with the Finance team, maintains GMTOAC Financial Policies and Procedures.
- Assists with the management of Asset records.

Payroll

- Maintains employee records in finance system
- Assists staff with leave and timesheet queries related to payroll
- Ensures weekly timesheets and leave is documented and delivered to payroll support on time.
- Assist by ensuring superannuation and salary sacrifice details are correct on behalf of staff and records are stored in a secure and appropriate manner.

Accounting System

- Ensures the accounting systems are maintained securely and that all financial records are complete and accurate.
- Support the finance team to prepare and implement budgets, acquittals and auditing
- Staying current on company, local, state, and federal financial regulations and policies.

General

- Manages email correspondence and other queries on behalf of the Finance team
- Assists GMTOAC staff with finance-related queries
- Acts as a point of contact between external departments and the finance team
- Carry out general administrative duties to support the role.
- Always maintains the confidentiality and security of all information.
- Ensures all record keeping is a fair and true representation

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not wilfully place at risk the health and safety of any person at the workplace.

- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control.
- All staff are required to actively reduce GMTOAC's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

KEY SELECTION CRITERIA

Qualifications

- MYOB, Xero or other financial system experience is highly advantageous.
- Relevant qualifications at least Certificate IV in business administration, bookkeeping, finance, account or a related field would be an advantage.

Knowledge and Experience

- Must have knowledge of computer programs and Email, including Office 365 (Excel, SharePoint, Word, Outlook) and the ability to learn other programs as required.
- Strong written and oral communication skills. Attention to detail.
- Experience working cooperatively in a team environment
- Ability to work independently with a high degree of initiative and self-motivation.
- Demonstrates respectful and culturally appropriate interpersonal skills.
- Ability to present GMTOAC in a professional and appropriate manner.

Desirable

- An awareness of working within a large community organisation.
- Cultural awareness of Indigenous knowledge and heritage
- An understanding of the Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC, its operations and activities.
- Organisational skills and the ability to time manage.
- Experience in office administration and bookkeeping.
- Experience in financial processing, including accounts payable and receivable
- Ability to support others to understand and implement financial procedures.

Conditions of Employment

- Must have a Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check(s)
- Permanent hours on Mondays and is flexible with the remaining hours.

GMTOAC is an equal opportunity employer – If you believe you may be unable to achieve a positive check result, we have the ability to review your results and act with discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.

Applicants must submit a CV and a cover letter (maximum 2 pages) detailing their suitability for the role, specifically addressing the Key Selection Criteria or main responsibilities of the position.

This position will close at 5.00pm on Monday, 6 October 2025.

SIGNED

Employee's name

Employee's signature

Date

CEO's signature

Date