



# GUNDITJ MIRRORING

Traditional Owners  
Aboriginal Corporation  
RNTBC

## POSITION DESCRIPTION

### FINANCE MANAGER

#### POSITION DETAILS

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<b>Position Title:</b>	Finance Manager
<b>Hours:</b>	Full Time, 38 hours per week
<b>Salary:</b>	\$115,000 per annum plus superannuation, negotiable, based on qualification and experience
<b>Employment Type:</b>	On-going, subject to funding and performance
<b>Location:</b>	4/48 Edgar Street Heywood VIC 3304 and other GMTOAC locations as required
<b>Reporting to:</b>	Chief Executive Officer

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#### ABOUT GMTOAC

Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC (GMTOAC) was established by the Gunditjmara in 2005 asserting Sovereignty to continue connection to, care and protect Gunditjmara Country and to progress rights and interests in cultural identity, social justice, native title, cultural heritage and land justice for Gunditjmara Country and its peoples. Through GMTOAC, Gunditjmara people ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country. Under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of traditional lands and waters and to show respect to Gunditjmara ancestors and Elders.

GMTOAC maintains a strong connection between the Gunditjmara Native Title holders, Gunditjmara Country and staff who are a conduit protecting, progressing and documenting the continuing culture, traditions, language, crafts and practices of the Gunditjmara. The organisation is a Not-for-profit organisation with a commercial subsidiary company, Gunditj Mirring Services T/as Budj Bim Cultural Landscape Tourism (BBCLT). The organisation is responsible to its members, the Native Title holders of the Gunditjmara Country in Southwest Victoria.

The United Nations Educational Scientific and Cultural Organisation World Heritage listing of the Budj Bim Cultural Landscape (BBCL) in July 2019 has consolidated opportunities for GMTOAC to manage significant Gunditjmara country and share it with the world through tourism enterprises. Alongside recognition of other GMTOAC programs, the World Heritage listing has elevated an already unique work experience on Gunditjmara Country, bringing global potential and responsibilities. Gunditjmara Country is a unique place with universal heritage values. The cultural landscape demonstrates how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent infrastructure 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 rapidly expand with future growth and strong management needed to ensure the opportunities are utilised for the benefit of the community.

#### POSITION SUMMARY

The Finance Manager (FM) is responsible for the delivery of sound financial management of GMTOAC and the BBCLT. The role will oversee all finance transactions, asset acquisition and dispersal of resources with the support of the Finance team and external accounting and audit support.

Reporting to the Chief Executive Officer (CEO), the primary responsibility of the FM is to contribute to the leadership and delivery of services across the whole organisation, working cooperatively with executive management and the GMTOAC and BBCLT Boards of Directors. The corporation is funded predominantly by project income and grant funding. This requires a fine balance to support the organisational structure, including well informed budgeting of projects and the organisation holistically.

The position will support Executive and Program Managers to develop, facilitate and acquit their individual projects so they meet the objectives of the organisation. The position will have a working oversight of the interaction between projects and budgets to adequately facilitate the teams to achieve their objectives. Individual project acquittals will be overseen by the FM with input from managers and finance team. Efficient reporting and acquittal to funding bodies is required.

By maintaining and developing finance and contracts management systems, the FM position will enable the sustainable growth of the organisation. The position will ensure meet statutory reporting including coordinating the audit process, reporting to the Finance Audit, Risk and Compliance committee and Board of Directors as necessary. The role will contribute productively to financial outcomes in all areas of the organisation, including projects, facilities maintenance, land management, administration, records management, information technology, risk management and governance.

The strategic support of the subsidiary company Gunditj Mirring Services Pty Ltd is also central to the role, to ensure continued advancement for the Gunditjmarra. This may take the form of negotiating financial or strategic support, property management, service agreements and contract management.

The requirements of both organisations are distinctly different.

- GMTOAC is a Not-for-Profit organisation; and
- Gunditj Mirring Services Pty Ltd is a Commercial entity

Both organisations will require compliance to the relevant Legislation, Standards and Acts.

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## ROLE RESPONSIBILITIES

### Relationships

The position:

- Leads and mentors Finance team and provide support to other staff members
- Works effectively with appointed audit, accountancy and management consultants.
- Works cooperatively with all external stakeholders in the capacity of Financial Management.
- Works collaboratively with other staff to deliver and manage programs and projects budgets.
- Liaises effectively with members and directors as required.

### Organisational Growth and Compliance

- Ensure the reliability, accuracy and completeness of the accounting records, information and disclosures provided in finance systems, and the subsequent reporting to stakeholders.
- Ensure finance-related policies and procedures are reviewed
- Work collaboratively with management teams to coordinate corporate services, facilities and land management and project delivery.
- Manage assets to ensure the organisation's statutory obligations and legislative requirements are met within defined time frames.
- Contribute to effective management of functions and data to ensure continuous improvement and growth.
- Provide financial commentary for compliance, including but not limited to Finance Audit, Risk and Compliance Committee, GMTOAC and BBCLT Boards of Directors, Annual General Meetings or as requested.
- Work in accordance with all financial requirements as per *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, *Corporations Act 2001*, GMTOAC Rule Book, other relevant legislations, regulations, standards, policies and procedures and foster a culture of compliance.

### Financial Management

- Ensure financial acquittal of projects and grant funding
- Manage monthly and annual reporting in conjunction with support teams
- Monitor all bank, control and other accounts and the accounting system for accuracy.
- Assist in preparing Financial Year adjustments and ensure all accounting requirements are complete.
- Support management in preparing annual organisational and project budgets.
- Liaise with and assist external consultants in respect of annual financial statements
- Ensure wages and other disbursements are completed accurately and on time.

- Support the processing of superannuation, leave payments and other payroll compliance.
- Liaise with management on strategic direction, reporting to the CEO and C-suite.
- Knowledge of Data and IT systems including MYOB or other equivalent and contract management systems/software.

### General

The position will securely and honestly manage the financial concerns of GMTOAC by:

- Maintaining the confidentiality of GMTOAC information.
- Ensuring that all financial records are complete and accurate and stored securely.
- Staying current on company, local, state, and federal financial regulations and policies.
- In conjunction with consultants and staff, implementing and maintaining GMTOAC Financial Policies and Procedures.
- Carry out any administrative duties that support the role.
- Acts as a point of contact between external departments and the finance team

### Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To be observant regarding 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.

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## KEY SELECTION CRITERIA

### Qualification and/or experience

- Relevant qualifications in business, accounting, finance or a related field
- Desirable minimum of 5 years of relevant experience.
- Experience in establishing partnerships and building capacity within a community-led organisation would be highly advantageous.
- Experience working with government departments or agencies to achieve mutually beneficial outcomes is desirable.

### Cultural and Organisational Context

- Cultural awareness of the Guditjmarra and Indigenous knowledge and heritage
- Knowledge of organisational and corporate structure in the context of GMTOAC or similar
- Understanding of the historical context and significance of the Budj Bim Cultural Landscape to the Guditjmarra and the global community
- Experience working productively in a team environment
- Ability to support and mentor other team members generally within the organisation and specifically, to understand and implement financial procedures and broader concepts.
- Willingness to represent GMTOAC in a professional and appropriate manner.
- Ability to manage relationships and resources efficiently

### Knowledge and Experience

- Experience in the development and implementation of organisational policies and procedures.
- Excellent written and oral communication skills and the ability to work effectively with a range of stakeholders, confidently and courteously with people at all levels

- Ability to work both independently and as a member of a team.
- Strong organisational skills, attention to detail, accuracy in documentation and record keeping, and meet ability to deadlines.
- Sound use of Information Technology applications including Internet, Email, Microsoft Office (Word, Excel, PowerPoint etc.) and computerised accounting package.
- Ability to mentor others to understand and implement financial procedures.
- Strong finance and budgetary management skills, including the ability to analyse and interpret financial data.

**Conditions of Employment**

- Must have a Victorian Drivers Licence
- Ability to obtain satisfactory National Police and Working With Children Checks

**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 Friday, 13 December 2024.**

*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.*

**Acknowledgement**

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

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**Signed**

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Employee name

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Employee signature

Date

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Chief Executive Officer signature

Date