



Dhimurru Aboriginal Corporation

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Business Services Officer (Administration and Bookkeeping) PERMANENT PART TIME - 20 HOURS PER WEEK (FLEXIBLE)

Remuneration - \$32.87 plus Superannuation and Salary Packaging

Annual Leave – 5 weeks per annum (pro rata)

Applications Close 20th April, 2022.

Primary Objective

Support the Executive Officer and other critical staff to perform their roles as well as book-keeping functions including Payroll, Accounts Payable and Receivable.

Key Responsibilities

Qualifications & experience

To be successful in the role you will have solid experience with bookkeeping and administration roles using accounting software MYOB (3-5 years experience or relevant qualification).

- Sound knowledge of MS Office
- Excellent written and verbal communication skills.
- Strong organisational and time management skills.
- Excellent attention to detail and strong financial skills

Tasks & responsibilities

- Accounts receivable including invoicing
- Managing accounts payable
- Processing weekly payroll
- Ensure that service levels are maintained to the highest degree
- Attending to ensure office cleanliness, organisation and overall cohesiveness of the office space.
- Liaising with suppliers, facilities and other departments as deemed necessary.
- Managing office inventory and ordering stationery and supplies when required
- Assisting Executive Officer as required

Mandatory Requirements

- Police check
- Ochre Card
- Up to date COVID vaccination status

Benefits

- Work collaboratively in a cross-cultural environment
- Salary Packaging
- Salary based on experience
- Flexible work hours.

Application should address your qualifications and experience and CV and address to:
Christine Burke, Executive Officer, christine.burke@dhimurru.com.au
Contact Christine on 0497003516 for further information

