



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Accountant

LOCATION: Darwin

Period: Initially for 6 months and may be extended for further 6 months

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal aid for Indigenous people in the Top End of the Northern Territory, with offices in Darwin, Palmerston and Katherine.

We are recognised as a leading legal service and in 2010 received the prestigious Law Award from the Australian Human Rights Commission for our work. We are committed to providing quality representation for our clients and bringing about long term change in the justice system through law reform and education.

NAAJA's Finance section provides the highest possible level of financial processing, reporting, financial accountability, financial systems, processes and procedures and advice to the CEO, Board and relevant stakeholders.

The work requires high levels of motivation, energy and a commitment to professional excellence.

Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

REPORTING RELATIONSHIPS

This position reports to the Chief Finance Officer

DUTIES

Overall, this position assists the Accountant to manage and deliver the finance function for NAAJA and, to varying degrees, encompasses the whole financial management and reporting cycle.

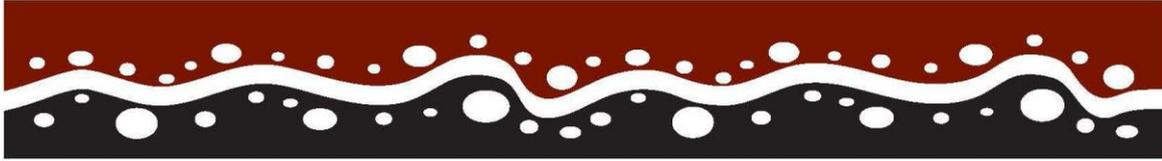
1. Manage Accounts receivable including invoicing and debtor follow up
2. Manage the Accounts Payable/Payroll Officer
3. Monthly reconciliations of Bank Reconciliation, credit card and petty cash
4. Maintaining online master files to accurately reflect changes affecting payroll
5. General ledger reconciliation
6. Assist in producing financial reports
7. Backup payroll processing

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064 DARWIN NT 0801
Tel: 08 8982 5100 Fax: 08 8982 5190

KATHERINE

32 Katherine Terrace
PO Box 1944 KATHERINE NT 0851
Tel: 08 8972 5000 Fax: 08 8972 5050



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8. Collate information in relation to Business Activity Statement
9. Quality control of payroll, and accounts payable and Payroll
10. Oversee the accounts payable and payroll officer
11. Other duties as related to the Finance function

SELECTION CRITERIA

Essential:

1. Diploma or Degree in finance
2. Strong practical level of accounting knowledge and demonstrated practical experience;
3. Experience in the use of computer based accounting systems. Experience working with Greentree would be particularly highly regarded; and immediate skills in Excel
4. Experience managing staff;
5. Demonstrated ability to show initiative and work in a team environment
6. High level interpersonal and communication skills including the ability to explain accounting concepts to non-accountants as well as the ability to draft procedures and correspondence;
7. Demonstrated ability to meet deadlines and attention to detail;
8. Awareness of current issues facing Aboriginal and Torres Strait Islander people and sympathy with the aspirations of Aboriginal and Torres Strait Islander people;
9. Satisfactory criminal history check and no history of disqualification from employment by a legal practice;

Please note: applicants for this position must address the selection criteria in their written application.



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Basic Employment Conditions

Position: Accountant

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Darwin
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
PSO5.2 - \$78,400 pro rata
- 5) As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450.15 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)
- 6) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service
Darwin - \$1,150
- 7) **Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 8) **Annual Leave:**
5 Weeks per annum. Leave loading of 17.5% will be payable on annual leave. An additional 3 days of leave at Christmas, in line with the *NAAJA Enterprise Agreement 2015-2019*
- 9) **Long Service Leave:**
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 10) **Personal (Sick, Bereavement, and Compassionate) Leave:**
15 days per annum. On termination of employment, employees with 7 years continuous service with NAAJA will be entitled to a payout of 50% of unused Sick Leave credits.
- 11) **Other:**
 - Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
 - Satisfactory Working With Children Clearance Check on commencement
 - Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

Disqualification and conviction of serious offences

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.