



Kokatha Aboriginal Corporation RNTBC

ABN: 17 649 502 722 ICN: 8093

## JOB AND PERSON SPECIFICATION

<b>Position:</b>	Finance & Admin Officer – Kokatha Mining Services
<b>Reports To:</b>	Manager, Kokatha Mining Services
<b>Award/Classification:</b>	Clerks – Private Sector Award, Level 4
<b>Employment Status:</b>	Full time, permanent

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### **Kokatha Vision**

Kokatha's vision is to improve the lives of Kokatha people.

By building a strong economic base, the Kokatha group is providing long term independence for Kokatha people by providing employment, education and enterprises opportunities, career pathways and self-development for current and future generations.

### **Primary Purpose of the Position**

This position is responsible for providing financial and general administration support to Kokatha Mining Services (KMS) to ensure the smooth running of operations.

### **Job Description**

- Manage the day-to-day financial operations of KMS, including accounts payable, accounts receivable, payroll, invoicing and bank reconciliations.
- Provide general administration support to KMS to support efficient operations, including booking flights, accommodation and site access.
- Assist the KMS Manager with preparation of financial reports.

### **Person Specification**

#### **Essential:**

- Experience in financial and general administration.
- Competency in the use of Microsoft Office software and Xero, with the demonstrated ability to produce quality documentation promptly.
- Proven organisational and time management skills with demonstrated ability to work to tight timelines and prioritise competing work demands.
- Strong verbal and written communication skills to enable effective interaction with internal and external stakeholders at various levels.
- Demonstrated ability to work effectively with indigenous staff and a sound appreciation of issues of importance to Kokatha people.
- Ability to maintain high levels of confidentiality.

**Desirable:**

- Certificate level qualifications in administration and/or finance.
- Kokatha or other Indigenous heritage.
- INX roster & flight management software.

**Licences & Clearances:**

- National police clearance and other clearances as required (essential).