



Kokatha Aboriginal Corporation RNTBC
ABN: 17 649 502 722 ICN: 8093

JOB AND PERSON SPECIFICATION

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| Position: | Admin Support Officer |
| Reports To: | General Manager Finance & Risk |
| Award/Classification: | SCHADS Level 2.1 |
| Employment Status: | Full time, permanent |

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.

Kokatha People

The Kokatha People are the Traditional Owners of a large area of land in the northern region of South Australia, estimated to extend over 140,000 square kilometres. Traditionally the Kokatha people have been associated with the land that is to the north of Port Augusta, stretching from Lake Torrens in the east to the Gawler Ranges in the West. This includes the land surrounding BHP's Olympic Dam operation near Roxby Downs and the copper-gold project at Carrapateena.

Kokatha Aboriginal Corporation (KAC)

The Kokatha People decided to form the Kokatha Aboriginal Corporation (KAC) in 2014 to be the Prescribed Body Corporate and to become the Registered Native Title Body Corporate for the determined areas pursuant to section 57(2) of the Native Title Act 1993 (Cth) and to hold on trust the native title rights and interests of the Common Law Holders. In 2021 KAC was appointed as the Recognised Aboriginal Representative Body (RARB) for its native title determination area under Part 2B of the Aboriginal Heritage Act 1988 (SA). As per the [KAC Rule Book](#), KAC exists to protect and manage the native title rights, cultural heritage, and interests of the Kokatha people to promote their social, economic and cultural wellbeing.

Primary Purpose of the Position

This position is responsible for providing high quality administrative support within KAC's corporate services functions. This role requires an individual who is organised, attentive to detail, and respectful of Aboriginal culture and community protocols.

Job Description

- Provide administrative support within KAC's Finance, Risk, & Corporate services functions, including event planning, liaising with suppliers, and coordinating logistics.
- Assist with the managing incoming and outgoing correspondence, calendars, meetings, events, and appointments.
- Process and resolve incoming queries, including relief reception duties.
- Maintain updated registers and databases of contracts and projects within the corporate services functions.
- Assist with basic financial tasks within corporate service functions, such as processing accounts payable and accounts receivable invoices, financial record-keeping, payroll, and liaising with the finance team as required.
- Assist with the collation time sheets for employees and ensure timely provision of information to Finance for payroll processing.
- Help maintain accurate filing systems for financial records to ensure compliance and ease of retrieval.
- Provide general administrative assistance to Finance as required during peak periods, including end-of-month and end-of-year processes.

Person Specification

Essential:

- Experience / proven ability in office administration in a small / medium business environment.
- Competency in the use of Microsoft Office software, 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, with the ability to communicate respectfully and effectively with internal and external stakeholders at various levels.
- Personal qualities of motivation, with the ability to work independently and with minimal supervision.
- 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 qualification in Business or Administration.
- Experience with financial administration, including invoicing and basic accounting.
- Kokatha or other Indigenous heritage.

Licences & Clearances:

- Current valid driver's licence (essential).
- National police clearance and other clearances as required (essential).