



## Position Profile

<b>Position Title:</b>	Finance Officer
<b>Classification:</b>	ILC 2 Lower
<b>Division / Section / Unit / Team:</b>	Finance
<b>Location:</b>	Adelaide
<b>Position Title of Supervisor:</b>	Manager Finance

## Organisational Environment

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the Aboriginal and Torres Strait Islander 2005 Act (Cth) (ATSI Act) and subject to the Public Governance, Performance and Accountability Act 2013 (PGPA Act). The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

## Divisional/Directorate Environment

The Finance section is responsible for the management of the ILSC's finances and for preparing policy advice to the ILSC Board and senior management on a range of audit related and financial matters as well as the preparation and analysis of a range of financial information for the ILSC Board and senior management, the National indigenous Australians Agency, the Department of Finance and the Parliament (through the Minister for Indigenous Australians).

## Purpose of the Position

Under the direction of the Manager Finance, the position will provide professional services which contribute to the provision of financial and accounting services to the ILSC, its businesses and its subsidiaries.

## Qualification

Completion or near completion in a certificate or tertiary qualification in accounting, business administration, finance, or similar is desirable.

## Key Responsibilities / Accountabilities and Outcomes

### Capabilities

#### *Capability 1: Supports Strategic Thinking*

1. Assists with the ILSC's financial responsibilities to ensure integrity of financial records and to ensure accurate internal and external reporting.
2. Understands and supports the vision, values, strategies and ILSC business objectives.

3. Assists with the continuous improvement of, and change management associated with, financial processes and reporting.
4. Provides accounting services to Senior Management including:
  - Preparation of monthly summary accounts for ILSC specific projects
  - Assistance with the preparation of statutory annual accounts for ILSC subsidiaries and assistance with consolidated group accounts
5. Assist in the preparation of end of month and end of financial year responsibilities by recording journals, preparing reports and general ledger reconciliations in order that the ILSC meets its financial obligations for reporting to Management, the Board and Government.
6. Assist with the development and implementation of policies and procedures to promote compliance.

***Capability 2: Achieves Results***

1. Process invoices for timely payment in accordance with ILSC's guidelines and delegations.
2. Assist with maintaining integrity of the fixed asset registers with data entry of additions and disposals.
3. Process purchase card acquittals including pursuing supporting invoices and appropriate approvals in a timely manner.
4. Undertake office administration support functions as directed by Manager/Supervisor.
5. Accept responsibility for accurate and timely completion of work and seek assistance when needed.
6. Provides results within timeframes, quality requirements and identifies key talent to support outcomes.
7. Actively seeks out learning opportunities to improve existing skills and knowledge and supports staff with their learning requirements.
8. Demonstrate flexibility, adaptability and focus through day-to-day work changes and shifting priorities.

***Capability 3: Engages stakeholders and supports productive working relationships***

1. Develop and maintain positive relationships with internal (business units/operational divisions/subsidiaries) and external stakeholders to provide finance function support by processing sales invoices, purchase invoices, purchase orders and recording journals.
2. Liaise with and exchange appropriate financial information with internal and external stakeholders as necessary in order that processes occur smoothly and that financial integrity is maintained.
3. Provide auditors with financial information in a timely manner as required.
4. Work as an effective team member, member of the ILSC Head Office and wider ILSC, through fostering a cooperative, professional and positive work atmosphere. Assist other team members when required from time to time.
5. Recognises the different work styles of individuals and considers different perspectives to achieve team outcomes.

#### ***Capability 4: Demonstrates personal drive and integrity***

1. Undertake other duties as directed by Manager/Supervisor to contribute to the efficient and effective functioning of the ILSC Head Office.
2. Comply with legislative, policy and regulatory frameworks.
3. Takes advantage of workplace training and development opportunities.
4. Contribute to strategy, policy and business improvement processes across the ILSC.
5. Displays high ethical and professional standards and practices in all aspects of work.

#### ***Capability 5: Values and supports effective communications***

1. Communicates and deliver messages and information clearly, concisely and accurately.
2. Listens carefully and communicate according to the needs of individuals or the audience.
3. Values and maintains good communication with supervisor and colleagues and seek supervisor guidance to determine dissemination of information.
4. Work within agreed guidelines in making decisions about the use and dissemination of information.

#### **Work, Health, Safety and Environmental Matters**

- Demonstrate commitment and active participation in achieving quality management goals in relation to continuous improvement and complying with the ILSC's policies and procedures.
- Demonstrate commitment and active participation in activities that contribute towards a healthy and safe work environment focuses on continuous improvement and building a positive reporting culture.
- In accordance with environmental policies and procedures, participate in sound environmental management practices and demonstrate individual commitment to the ongoing improvement of the company's environmental performance.

#### **Risk Management**

- Assist in the identification of hazards and the application of suitable risk control measures to minimise arising risks. Actively participate and follow all risk management requirements including those documented in ILSC's procedures and any directions provided by line management to minimise risk to employees, the business or its stakeholders.

#### **Technology**

- Demonstrate competency in contemporary corporate information management, information technologies and systems.

#### **Selection Criteria**

**The occupant of this position will be able to demonstrate the possession of the following work-related qualities.**

1. A demonstrated ability to communicate with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.

2. Demonstrated knowledge, skills and experience in a broad range of accounts payable/ accounts receivable functions.
3. Well-developed understanding of accounting principles and taxation (GST).
4. Sound knowledge, skills and experience in working within a financial management information system environment.
5. High level of competence in the effective use of operational level computer based financial management information systems, and the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.
6. Previous experience with TechnologyOne Financials (Finance One) is highly desirable.
7. Demonstrated analytical, communication and interpersonal skills.
8. Demonstrated ability to work as a member of a team in a diverse work environment and effectively manage priorities and tasks to completion.
9. Sound written and verbal communication skills to effectively communicate with a wide range of people and prepare routine correspondence and reports.

### Special Conditions

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement and will be required to undertake a criminal history check and medical assessment. However the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land and Sea Corporation will be subject to a probationary period of not less than six months.

Officers may be required to undertake extended hours of work under the provisions of the TOIL scheme.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories is not essential.

There may be a requirement for intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive a 4WD vehicle (training provided) and/or fly in light planes.

### Expectations and Behaviours

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILSC website at [www.ilsc.gov.au](http://www.ilsc.gov.au).

**EEO/Diversity** – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

**Probity** – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

**Work Health and Safety (WHS)** – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

**Customer Service** – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

**Continuous Improvement** – All employees at ILSC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.