



NEW SOUTH WALES ABORIGINAL LAND COUNCIL

**Business Support Officer
Fyshwick ACT Location**

Salary Range \$74,773 to \$90,478 plus 9.5% super and other benefits

The NSW Aboriginal Land Council (NSWALC) has a vacancy for a **Business Support Officer** at our Southern Zone Office located in Fyshwick, ACT.

The position offers an attractive remuneration package and an extensive range of benefits and conditions including access to salary packaging options.

This together with working in a dynamic progressive organisation offering a rewarding challenging career and great potential for development and advancement provides a unique opportunity.

Position responsibilities include providing a comprehensive range of services within the Zone Office, such as compliance, monitoring, audit and Annual Report evaluations and periodic Local Aboriginal Land Council (LALC) financial report evaluations in addition to assisting with internal business and finance operations.

The successful applicant will have appropriate qualifications and/or experience; the capacity to interpret and implement legislation and NSWALC Policy; effective communication skills and a sound understanding of Aboriginal issues.

About us

As the State's peak representative body in Aboriginal Affairs, the NSWALC aims to protect the interests and further the aspirations of its members and the broader Aboriginal community. NSWALC is a not for profit organisation. More information about NSWALC can be found at www.alc.org.au

To apply for this position

Please obtain a copy of the recruitment package containing the Role Description and Success Profile by contacting Diane Lee by email: recruitment@alc.org.au or on (02) 9689 4499. Applications close **9.00 AM Monday, 13 November 2017** and can be forwarded to recruitment@alc.org.au

Job Status: Ongoing (Permanent)

Job Reference: 0023

Applications from Aboriginal people are strongly encouraged