



# NEW SOUTH WALES ABORIGINAL LAND COUNCIL

**Finance Support Officer**  
**Temporary Full Time until 15 March 2019**  
**Parramatta Location**  
**Salary \$61,896 plus 9.5% super and other benefits**

## **The Opportunity**

The Finance Support Officer is responsible for providing professional administrative and financial support services to facilitate the achievement of the NSWALC financial business objectives

## **To be successful in this role, the Finance Support Officer will need to have:**

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Broad financial support services experience involving accounts payable, chart of accounts, and financial systems and reporting and experience in providing general financial support services.
- Demonstrated communication skills and ability to complete work accurately and meet critical and competing deadlines.
- Ability to work independently, to apply sound judgment when dealing with enquiries and experience in continuous improvement and delivery of customer service.
- Relevant tertiary qualifications and/or equivalent experience.

## **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](http://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 by email: [recruitment@alc.org.au](mailto:recruitment@alc.org.au) or on (02) 9689 4519. Applications close **5.00 pm Friday 23<sup>rd</sup> February 2018** and can be forwarded to [recruitment@alc.org.au](mailto:recruitment@alc.org.au)

**Job Status:** Temporary

**Job Reference:** 33

**Applications from Aboriginal people are strongly encouraged.**