

# WE ARE HIRING



## Finance & Administration Assistant

### ABOUT US

**The Circular Head Aboriginal Corporation's Mission statement is to Embrace our Culture to Inspire and Empower Aboriginal People. We acknowledge and respect the voices of our past and enable Aboriginal people to live fulfilling lives through Identity and the delivery of creative, innovative programs and services that inspire self-determination and confidence. CHAC holds 5 core values of Culture, Care, Community, Capacity and Capability and will always deliver these with absolute respect, care, and integrity.**

### ABOUT THE ROLE

**The Full Time position of Finance & Administration Assistant will assist the day to day activity of the Finance and Administration Departments.**

#### **Payroll, Accounts & Administration:**

- **Working with the Finance & Administration Officer to prepare and complete payroll**
- **Assist with maintaining purchase order register**
- **Allocate CHAC day to day expenses between programs in accordance with accounts**
- **Assist with BAS monthly reconciliation**
- **Administration duties as required.**

### PERKS

**Work for a dynamic, family friendly, Not for Profit Organisation.**

**AccessPay salary packaging benefits**

**Training and education opportunities**

**Grow your career in the ever-expanding Community sector**

### YOUR SKILLS AND EXPERIENCE

**Understanding of Aboriginal society and culture and issues affecting Aboriginal people**

**A minimum of 2 years of finance/administration experience**

**Excellent communication and interpersonal skills**

### TO APPLY

**If this sounds like the right fit for you, please provide the following by 5pm, 28<sup>th</sup> June, 2024 [employment@chac.com.au](mailto:employment@chac.com.au):**

- **cover letter detailing why you would be great in this role**
- **A resume outlining your education and employment background**

*\*successful candidates will be required to complete pre-employment, medical, Working with Vulnerable People and National Police checks.*

*\*will undertake regular cultural awareness programs*

**Applications are strongly encouraged from Aboriginal and Torres Strait Islander people**