

POSITION DESCRIPTION

| POSITION DETAILS | |
|--------------------------------|---|
| Title | Accountant/Tax Agent |
| Division/Branch/Section | Accounting Services |
| Location | Alice Springs |
| Reporting Structure | The Accountant/Tax Agent reports directly to the Accounting Services Manager. |

CONTEXT STATEMENT

Ngurratjuta/Pmara Ntjarra Aboriginal Corporation was incorporated in August 1985 under the Aboriginal Corporations Act of 1976. It is an Association of all the Communities deemed to be affected by the oil and gas mining operations at Mereenie and Palm Valley, thus receiving the statutory royalties payable to those affected Communities and groups under the Northern Territory Land Right Act.

Ngurratjuta/ Pmara Ntjarra Aboriginal Corporation exists to provide financially independent Aboriginal Communities with Inter-Community Corporations by utilising royalty funds to build an active investment base, which will protect accumulated royalty funds. Ngurratjuta Corporation provides a growing income base for the member Communities and stimulates job opportunities and/or venture activities for members, while actively supporting Community development activities and infrastructure improvements in member Communities.

The service encourages self-development of community owned enterprise by providing Aboriginal owners with appropriate accounting, training, relief-management, recruitment and other services necessary for development. The aim of the service is to empower the community through:

- Proper retailing systems
- Regular information
- Other decision making material
- Training, so that progress is made toward self-operation and self-management of their enterprises.

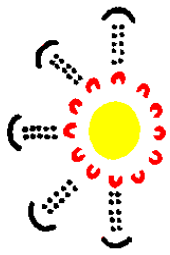
Wherever possible the services offered will be self-funding, but in cases, certain development activities will require financial assistance. The overall aim is to improve the health and economic wellbeing of the Aboriginal Communities through the process.

Ngurratjuta Corporation is responsible for several subsidiary companies, including:

- Ngurratjuta Accounting and Bookkeeping
- Human Resources and Labour Hire Services
- Community Development Program
- Glen Helen Lodge
- Tilmouth Well Road house
- Ormiston Gorge Kiosk
- Retail outlets

JOB DESCRIPTION

Reporting to the Accounting Services Manager, The Accountant/Tax Agent delivers high level financial outcomes in an accurate and timely manner whilst complying with Ngurratjuta Pmara-Ntjarra Aboriginal Corporation's policies, procedures and legislative requirements.



DUTIES

General Accounting

- Provision of general accounting and bookkeeping services to clients and stakeholders
- Preparation and posting of journals to the general ledger
- Provision of payroll services including PAYG and Superannuation
- Grant Administration

Financial Reporting

- Preparation and modification of basic Financial Reports as required and assist in all areas of general financial reporting
- Preparation of Budgets as required

Tax Compliance

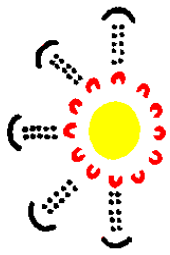
- Preparation and lodgement of BAS and IAS
- Personal to Corporate Tax preparation and planning
- Audit Preparation
- Completion of annual Fringe Benefits Tax Return
- Completion of Surveys, Returns and Acquittals as required

General

- To relieve other staff members in the Ngurratjuta Accounting Services who may be on annual, sick or long service leave
- Other duties as directed by the Accounting Services Manager within the employee's skill base
- Participate in staff training and development as required
- To support and abide by Ngurratjuta Accounting Services Vision, Strategic Direction Policies and Procedures

SKILLS / EXPERIENCE

- Administrative knowledge including report writing
- Experience in the use of accounting and taxation packages and also computer systems including data bases, internet applications, excel and word packages
- Ability to problem solve by applying technical solution to solve accounting issues and data base problems
- Commitment to achieve goals and deadlines
- Skills in planning, prioritising and organising
- Ability to schedule workload to meet organisational deadlines
- Assist and market the services Ngurratjuta Accounting provide to bring in new customers and build our client database



SELECTION CRITERIA

ESSENTIAL

- CA/CPA qualified or in current studies
- Tax Agent qualified or in current studies
- General knowledge of accounting principles and practices including Internal Accounting Standards
- General knowledge of bank reconciliations, budgeting principles, auditing procedures
- Administrative knowledge including report writing
- Experience in the use of computer systems including data bases, internet applications, excel and word packages
- A demonstrated attention to detail and thoroughness in work process
- Commitment to achieve goals and deadlines
- Position requires skills in planning, prioritising and organising
- Ability to schedule workload to meet organisational deadlines
- Experience in the use of MYOB
- Drivers Licence and the ability to travel

DESIRABLE

- Knowledge of the Taxation Package Hand iSOFT
- Experience within the scope of this position

THIS JOB DESCRIPTION HAS BEEN AGREED UPON BY:

Chief Executive Officer:

DATE:

Accountant/Tax Agent:

DATE: