



Chief Operational Officer (COO) Indigenous Identified Position

- Traditional Owners – entering growth phase
- Newly scoped role – integral in the formation of a new leadership team
- Development and implementation of systems and process

Yorta Yorta Aboriginal Corporation (YYNAC) was formed in 1998 to represent the rights and interests of the Yorta Yorta Nation and its members. Our organisation is aiming to continue our connection to Yorta Yorta Country and to progress our rights and interests in our cultural identity, social justice, land justice and economic development.

Our organisation is entering an exciting time which includes the formation of a new leadership team. We are looking for an experienced COO to oversee our organization's ongoing operations and procedures. You will be a key member of the senior management team.

This is an "Indigenous Only" role under Special Measures of the EEO Act 2010 Section 12.

The COO will maintain control of diverse business operations and be an experienced and efficient leader. The goal of this position is to secure the functionality of business to drive extensive and sustainable growth.

Key responsibilities include:

- The role is responsible for developing effective business plans, establishing the business operations, and overseeing operations of all distinct Business Units
- In collaboration with the CFO, you will also be responsible for:
 - Human Resource Management
 - OHS Compliance
 - Vehicle Management
 - All other strategic decisions required to support the expected growth of the organisation.

The COO is responsible for all facets of the organisation's various Business Unit operations and properties and is accountable for performing all functions to achieve the best outcomes for YYNAC.

You will implement systems and infrastructure required to drive and support the expected growth of the organisation.

To be successful in this role you will have:

- A degree in higher education specifically in Business or Corporate Governance, or related field, alternatively, extensive experience in the management of similar large business operations
- A proven track record in communication, budgeting, cost analysis, management and developing business plans and business operations
- Demonstrated ability to lead and develop a team, while building effective relationships with other senior colleagues

- Experience with and understanding of handling confidential information
- Previous experience working with Aboriginal and Torres Strait Islander people within an Aboriginal organisation or agency
- Strong connections with cultural, family and knowledge of your cultural identity with Yorta Yorta Nation is of high importance
- Hold a Full Drivers Licence

Chief Financial Officer

Our organisation is entering an exciting time which includes the formation of a new leadership team. You will lead all the traditional financial elements of the role, but your background means you will bring to the table a broader organisational leadership capability.

Key responsibilities include:

- Provide sound financial support and insights to assist the CEO, advising and implementing best practice methods to manage grant income and expenditure.
- Collaborating with all project managers to drive the annual budgeting process by rigorously reviewing and challenging assumptions.
- Provide financial support for the application and acquittal of funding requests.
- With the support of the external Accountants, monitor, control and report on accurate financial information, including the annual budget, revenue, expenditure and tenders, to meet the needs of external and internal stakeholders and funding bodies.
- Manage and oversee the cash flow of the organisation, ensuring that appropriate financial controls are in place and being adhered to by employees.
- Demonstrate positive and professional leadership which adheres to YYNAC's values and ethics.

As the CFO you will possess:

- Executive level experience in strategic financial management including responsibility for financial and management accounting, revenue operations and the analysis and reporting of organisational performance.
- Successful record in delivering sustainable financial results, involving significant engagement with internal and external parties to the organisation to maximise revenue streams and ensure effective and efficient delivery of services.
- Highly developed communication, interpersonal, and presentation skills with the proven ability to construct and deliver well-argued business cases; consult, negotiate, influence and develop effective relationships.

To be successful in this role you will have Tertiary qualifications in Finance/Accounting and Chartered Accountant (CA) or Certified Practising Accountant (CPA) membership.

Candidates will be motivated to drive change and maintain a high standard of personal and professional integrity.

Please email hmanager@yynac.com.au or Contact Pauline Grima on 0458 006404 for full position descriptions or any enquiries.

We strongly encourage applications from Yorta Yorta peoples and other Aboriginal and Torres Strait Islanders and, people from culturally and linguistically diverse backgrounds and people with a disability.