



# AIATSIS

Join Australia's leading collecting, research and publishing institution on the cultures and histories of Indigenous Australians.

Over its 50-year history, AIATSIS has evolved into a national authority on Indigenous studies. It is a hub for collaborative, ethical collecting and research and develops Indigenous staff and researchers. AIATSIS Collections are one of the world's leading collections of printed, audio and visual materials on Aboriginal and Torres Strait Islander culture, history and societies.

## **Assistant Director Financial Reporting (Identified)**

**Executive Level 1**

**Ongoing, Full time**

**\$95,417 - \$104,666**

### **Duties**

The Finance Reporting Team is responsible for the financial reporting of AIATSIS including financial statements, monthly financial reporting to Department of Finance, internal financial control, ensuring compliance with Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable and asset management.

The position sits within a small team delivering financial activities. The team is committed to providing excellent, client focused services to our staff and customers. The successful applicant will need to demonstrate strong coordination, liaison and relationship management skills. They will demonstrate technical capability and sound judgement, including the ability to improve and streamline business processes.

This position reports to the Chief Financial Officer.

Applicants will have:

A Bachelors or Masters qualification in a relevant financial discipline is essential. CPA/ CA qualifications or working towards obtaining this qualification.

**Closing Date: Monday 8 March 2021**

### **How to apply:**

Please consult the AIATSIS website [www.aiatsis.gov.au](http://www.aiatsis.gov.au) for more information and download the Application Pack. Follow the instructions on the Application Pack and submit your application to [recruitment@aiatsis.gov.au](mailto:recruitment@aiatsis.gov.au) by the closing date.

Applicants will be required to demonstrate a high level of cultural proficiency in relation to Aboriginal and Torres Strait Islander cultures and the capacity to work with Aboriginal and Torres Strait Islander people as stakeholders, colleagues and peers.

### **This is an identified position**

*The Institute values a skilled and diverse workforce to meet the needs of the organisation in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present. Aboriginal and Torres Strait Islander people are encouraged to apply.*

[CLICK FOR FURTHER INFORMATION  
AND TO VIEW THE APPLICATION PACK](#)