



AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL
AND TORRES STRAIT ISLANDER STUDIES

**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 – Finance Manager (Identified)

Executive Level 1

Ongoing Full-time

\$94,472.00 to \$103,630

Duties

The Business Services Team contributes to the operational and long-term sustainability of the Institute. The Finance, Records Management and Information Technology teams work independently and cooperatively, reporting to the Chief Financial Officer.

The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management, and external and internal budgeting and reporting.

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.

How to apply:

Please consult the AIATSIS website 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 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.

Closing Date: Friday 20 March 2020

**CLICK FOR FURTHER INFORMATION
AND TO VIEW THE APPLICATION PACK**