

JOB ADVERTISEMENT – EXTERNAL

ABOUT US

The First People of Millewa Mallee Aboriginal Corporation (FPMMAC) is the steward of native title and cultural heritage rights for the Millewa-Mallee Traditional Owners. We actively advance their aspirations through:

- Advocating for the rights and interests of Millewa-Mallee Traditional Owners.
- Managing and safeguarding Aboriginal Cultural Heritage through restoration projects across rivers, floodplains, and lands.
- Delivering cultural services such as heritage awareness training, Welcome to Country ceremonies, Traditional Smoking, and Dance Ceremonies.

Our work is guided by principles of accountability, integrity, and mutual respect, ensuring we uphold the cultural legacy and future of the Millewa-Mallee people

ABOUT THE POSITION

FPMMAC are seeking an experienced, reliable and enthusiastic Finance Officer to join our team on a full-time, permanent basis at our office in Langtree Avenue. Reporting to the Finance Manager, the Finance Officer will be motivated to:

- Conduct meticulous financial reconciliations on daily, monthly, and annual transactions.
- Manage purchase orders, invoicing, and reconciliation with adherence to payment terms.
- Provide courteous and timely responses to inquiries via phone and email, resolving issues promptly.
- Support the Finance Manager in monthly reporting and internal/external audits.
- And more!

If you're an experienced, reliable, and enthusiastic professional seeking to make a difference, apply now to contribute to our mission of cultural stewardship and community advancement.

THE IDEAL CANDIDATE

We are excited to welcome applications from professionals who embody:

- Qualifications in bookkeeping, accounting, commerce, or related fields.
- Demonstrated expertise in accounts receivable, accounts payable, reconciliation, and financial reporting.
- Strong computer literacy skills.
- Exceptional attention to detail.
- Excellent organizational, self-management, and time-management abilities.
- Advanced tact, professional judgment, and discretion in handling FPMMAC's financial matters confidentially.



FIRST PEOPLE
OF THE MILLEWA-MALLEE
ABORIGINAL CORPORATION

- Genuine appreciation, sensitivity and respect for Aboriginal people and Culture, and a commitment to Aboriginal self-determination.

HOW TO APPLY

Join FPMMAC in advancing our mission with your skills and passion. If you aspire to contribute meaningfully to our community and cultural stewardship, we encourage you to apply and be a part of our dedicated team.

Please submit your resume and a cover letter outlining your suitability for the position via SEEK no later than 17:00pm on Friday 2nd August.