



Finance and Human Resources Officer

Join our dynamic team where your skills and dedication will make a difference. We are seeking a proactive and collaborative Finance and Human Resources Officer who brings expertise in finance, travel administration, office administration, and human resource support.

Link-Up (Qld):

Link-Up (Qld) Aboriginal Corporation supports the healing journeys of Aboriginal and Torres Strait Islander peoples who have been separated from their families and communities through forced removal, adoption, fostering or institutionalisation.

Position Summary:

The Finance and Human Resources Officer is responsible for efficiently processing and supporting payroll, accounts payable and receivable, staff expenses, and reconciling bank accounts and expense claims. The position also handles travel arrangements and supports the Finance Manager in preparing for audits, managing projects, and adhering to company finance processes. Additionally, the role involves office administration tasks such as fleet management and supporting reception services, as well as providing HR support including coordinating staff recruitment, onboarding, and maintaining training records.

What we offer:

The role is a permanent, part-time position based in our Woolloongabba office and may involve local, regional, and interstate travel:

- Four-day work week offering an excellent work-life balance
- Link-Up (Qld) is a public benevolent institution with salary-sacrificing options available.
- Access to free and confidential Employee Assistance Program (EAP).
- Opportunity to positively impact the lives of Aboriginal and Torres Strait Islander individuals seeking reconnection and healing.

Essential:

- Extensive knowledge and advanced proficiency in MYOB for effective financial management.
- High to advanced proficiency in Microsoft Office 365 Suite, enabling efficient handling of various business tasks.
- Exceptional attention to detail, ensuring accuracy and precision in all financial and administrative activities.
- Demonstrated understanding of historical and contemporary issues affecting Aboriginal and Torres Strait Islander people, enhancing culturally informed decision-making.
- Strong ability to proactively prioritise tasks, manage time efficiently, and consistently meet deadlines.
- Proven capability to work independently, demonstrating self-motivation and accountability.

Desirable:

- Demonstrated experience as a finance officer, showcasing proficiency in financial management and reporting.
- Solid administrative background with a proven track record of efficiently handling office operations and processes.
- A qualification in accounting, business administration, finance, human resources, or equivalent skills and experience.
- Possession of a current driver's license.

Applications are welcome from candidates with the necessary skills and qualifications to manage finance tasks, including payroll, accounts payable and receivable, and bank reconciliations. Experience in HR support tasks is desirable but not essential.

Appointment Prerequisites:

- Eligible for Blue Card.
- Willingness to undertake a National Police Check.
- Full working rights in Australia.

Applications close: Friday 23rd August 2024 @ 11:59 pm; however, please be aware that we may commence interviewing candidates before the closing date and reserve the right to close applications before the closing date.

Link-Up (Qld) welcomes and encourages applications from diverse backgrounds and provides equal opportunities to all who wish to apply. Only those candidates who can demonstrate their suitability for the role will be shortlisted and contacted as to the status of their application.

For further information about the position, please contact Mirko Soto, Finance Manager on:

E: msoto@link-upqld.org.au

T: 07 3638 0411 or 1800 200 855

Applications to be submitted via Seek or email to: msoto@link-upqld.org.au

The Position Description is available on the Link-Up (Qld) website. [Join Our Team - Link-Up \(Qld\)](#) (link-upqld.org.au)

Aboriginal and Torres Strait Islander people are encouraged to apply.