

POSITION DESCRIPTION



About Ninti One

Ninti One (Ninti) is an Indigenous not-for-profit organisation registered under Supply Nation. We have offices in Alice Springs and Adelaide, with staff and associates based in other States and Territories. We work collaboratively with communities and relevant agencies to achieve social and economic development outcomes. Since our establishment in 2003, Ninti has been building opportunities for communities through research, innovation and engagement in Australia – and more recently, in a range of sectors across the Pacific and Asia. We have had a stable Board over the last decade, Chaired by Prof Tom Calma AO.

Ninti works with partners to influence systems to deliver better outcomes for Aboriginal and/or Torres Strait Islander peoples, by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change. Our solutions are tailored to the context and needs of our clients, which include service delivery organisations, government agencies, philanthropic organisations and corporates with a demonstrated commitment to social impact. We works in a broad range of areas including Aged Care, Children and Families, Disability, Education, Employment, Health and International and Regional Development.

Our Vision

Ninti's vision is to build opportunities with Aboriginal and Torres Strait Islander peoples, through research, innovation and community engagement.

Our Values

We are very proud of our connection to and respect for traditional culture. Our name 'Ninti' means 'clever' in Pitjantjatjara, which reflects our desire to be a capacity builder and knowledge broker.

- We are an inclusive, respectful and equality-driven organisation.
- We respect the cultural diversity, cultural authority and traditional knowledge and expertise of Aboriginal and Torres Strait Islander people and staff.
- We seek and respect Aboriginal voices and encourage their participation.
- We will exhibit courage, innovation and entrepreneurship in our work.
- Respect, integrity, accountability, empathy, confidentiality, listening and learning will characterise our engagement with people.

Ninti One acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our organisation is located and where we conduct our business. We pay our respects to ancestors and Elders, past and present, and to the youth, for the future. Ninti One is committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

POSITION DESCRIPTION



Position:	Finance & Administration Clerk
Department:	Finance
Reports to:	Chief Financial Officer
Direct Reports:	Nil
Location:	Hackney based, Adelaide, SA

Position summary

The Finance/Administration Clerk will provide support to the Finance Payroll Officer and wider finance team by performing a variety of tasks, including managing, and updating records, processing of transactions including credit card reconciliation on a monthly basis, providing support where needed.

As an Aboriginal Not-for-Profit organisation, Ninti is committed to increasing access to employment opportunities for Aboriginal and Torres Strait Islander people and this is reflected in our Reconciliation Action Plan. This role is open to applicants who identify as Aboriginal and/or Torres Strait Islander only.

Person requirements

Key Responsibilities include but are not limited to:

- Maintain stationery and inventory list
- Maintain asset register (IT, vehicle, keys, mobile etc)
- Management and ordering of new phones
- Collect and distribute mail, post office & box (Kent Town & Hackney)
- Filing and scanning of documents – debtors, creditors, employees, banking etc
- GST spreadsheet, printing and filing of monthly credit cards
- Assist payroll officer with EOFY archiving
- Data entry when needed
- Assisting with preparation of year end audits as needed

Role Criteria

- Minimum of 1-2 years of experience working as a finance clerk
- Has good verbal and written communication
- Strong attention to detail, and ability to work independently
- Strong organisational and time management skills
- Possess a strong work ethic, positive outlook with motivated “can do” attitude
- Proven cross-cultural sensitivity and ability to work with a diverse range of people
- Flexible and willing to learn and adapt to new tasks
- Proficient computer skills (Email, Microsoft Office, Excel, knowledge on Reckon would be highly considered, but not compulsory)