

# Junior Finance Assistant Expressions of Interest



This opportunity is available only to Gumala Members in line with our commitment to advance the employment of Gumala peoples.

*Gumala Aboriginal Corporation (GAC) works to alleviate poverty and promote self-determination for the Banjima, Yinhawangka and Nyiyaparli people of the Pilbara region in Western Australia.*

This is a fantastic opportunity for a conscientious individual wanting to build their skills and knowledge in the Finance Division. The role will support the Finance Team across a range of functions including purchase orders, collating invoices and reconciling bank statements.

Other tasks and responsibilities include but are not limited to:

- Sharing responsibility for the accurate and timely processing of creditor payments
- Maintaining accurate records
- Performing daily bank reconciliations
- Data entry and data analysis
- Responding to enquiries from suppliers and staff from other Gumala divisions
- Ensuring all invoices are processed accurately
- Create/assist with the creation of spreadsheets to analyse/reconcile data.

We are looking for someone with:

- A positive attitude and willingness to learn
- Excellent numeracy
- Attention to detail
- Good written and verbal communication – pleasant telephone manner.
- Time management
- Experience with MS Office Suite, including Excel.

To register your Expression of Interest, please send a covering letter and a copy of your resume to:  
[gacjobs@gumala.com.au](mailto:gacjobs@gumala.com.au)