



Position Description	
Position Title:	Financial Controller
Location:	Bendigo
Term:	Full-time Ongoing
Classification:	Social, Community, Home Care and Disability Services (SCHADS) - Level 6
Reports to:	Chief Financial Officer

Overview of DJAARA

The Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), now trading as DJAARA, actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC).

Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People

DJAARA is also a Registered Aboriginal Party, the sole owner of Dja Dja Wurrung Enterprises Pty Ltd, trading as DJANDAK. Our businesses include natural resource management, cultural awareness, tourism and housing.

In 2013, Dja Dja Wurrung People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises Dja Dja Wurrung People as the Traditional Owners for part of Central Victoria. Dja Dja Wurrung People nominated the DDWCAC as the 'Traditional Owner Group Entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the Dja Dja Wurrung People.

The Dja Dja Wurrung Clans Aboriginal Corporation, trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd, trading as DJANDAK, make up the Dja Dja Wurrung Group.

Primary Purpose of the Position

The Financial Controller is responsible for the coordination and delivery of technical accounting, financial reporting and payroll oversight functions across the Dja Dja Wurrung Group.

The role leads the accounting and transactional finance team and ensures the integrity, accuracy and timeliness of financial records, payroll processing, reconciliation and reporting processes. The Financial Controller supports the Chief Financial Officer (CFO) in meeting statutory, audit and reporting obligations while maintaining effective internal financial controls, payroll compliance and continuous process improvement.

This role operates under the direction of the CFO and does not hold overall responsibility for financial strategy, grant management, procurement or asset governance. The role is responsible for the operational oversight of payroll processing and related compliance activities through the Senior Payroll Officer.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Reporting relationships

The Financial Controller reports to the CFO and is responsible for the supervision of the accounting and transactional finance team including the below Direct Reports:

- Management Accountant
- Systems Accountant
- Senior Payroll Officer
- Accounts Payable Officer
- Accounts Receivable Officer

Key Accountabilities

- **Financial Reporting & Accounting (Core Focus)**
 - Coordinate month-end and year-end close processes
 - Review general ledger integrity, journals, and reconciliations
 - Oversee preparation of financial reports for internal and external stakeholders
 - Support the CFO in statutory reporting and audit requirements
 - Ensure compliance with accounting standards and organisational policies
- **Technical Accounting Oversight**
 - Supervise and review work of accounting staff
 - Ensure accuracy of financial data across systems
 - Maintain chart of accounts and financial structures
 - Lead balance sheet reconciliations and issue resolution
 - Provide technical accounting advice to internal stakeholders
- **Financial Controls & Compliance**
 - Implement and monitor internal financial controls
 - Identify risks and inconsistencies in financial data
 - Coordinate audit preparation activities and support the CFO during the audit process
 - Ensure compliance with organisational policies and procedures
- **Budgeting & Analysis Support**
 - Support preparation of budgets in collaboration with the CFO
 - Assist in tracking financial performance against budget
 - Provide variance analysis and insights to support decision-making
 - Provide direction and oversight to the Management Accountant in the preparation of management reports, budget monitoring, forecasting and variance analysis, and collaborate with the Project Accountant on project and grant reporting outputs
- **Transactional Oversight (AP/AR)**
 - Oversee Accounts Payable and Accounts Receivable functions
 - Ensure timely processing and reconciliation of transactions
 - Provide input into cashflow monitoring through oversight of receivables and payables
 - Ensure adherence to delegation and approval frameworks
- **Systems & Process Improvement**
 - Work with Systems Accountant to optimise financial systems
 - Drive continuous improvement in accounting processes
 - Ensure consistency and efficiency in financial workflows
 - Support implementation of system enhancements and automation
- **Payroll Oversight and Compliance**
 - Provide operational oversight of payroll processing and payroll controls
 - Review payroll reconciliations and ensure compliance with relevant awards, taxation and superannuation obligations
 - Support payroll continuity and business resilience during periods of leave, vacancies or peak workload
 - Monitor payroll control processes and identify opportunities for improvement
 - Escalate complex payroll, legislative or compliance matters to the CFO as required
 - Support audit and reporting requirements relating to payroll and employee-related liabilities

Key Selection Criteria

- CPA/CA qualification (or equivalent)
- Demonstrated experience in financial accounting, reporting and reconciliation
- Management experience of an accounting and/or finance team
- Strong technical accounting knowledge and attention to detail
- Experience with financial systems (preferably ERP such as MYOB Advanced / Acumatica)
- Ability to analyse financial data and support decision-making
- Strong communication skills with ability to explain financial concepts to non-finance stakeholders

Personal attributes:

- A commitment to and understanding of Dja Dja Wurrung culture and a willingness to get involved and understand the business and its various functions.
- High integrity and professionalism
- Strong attention to detail and accountability
- Collaborative and supportive leadership style
- Commitment to continuous improvement
- Alignment with the values and aspirations of DJAARA

CONTACT	
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