



## FINANCE and CONTRACT COMPLIANCE COORDINATOR

Yaandina Community Services is the largest local provider of community services in the Pilbara. Through integrity, respect, team work, continuous improvement and innovation our dedicated staff focus on the needs of each of our clients to deliver the best possible service and care.

We are seeking an organised and self-motivated Finance and Contract Compliance Coordinator to join our team based in Roebourne. This role is suited to an energetic, motivated individual. You are someone who has a strong attention to detail and high standards of quality and safety.

You will work alongside Yaandina staff to ensure business and contract compliance and ongoing business development. You will maintain finance, risk and compliance systems and processes and provide financial, payroll and contractual oversight services to Yaandina management and staff and external parties as required. You will:

- Maintain oversight of quality systems to minimise strategic risk to the organisation
- Working knowledge of accounting concepts, principles, practices and procedures, and of computer-based accounting systems (preferably Xero) and Microsoft Office, with excellent analytical and problem-solving skills.
- Ensure compliance with funding body and statutory reporting through Riskware platform
- Identify business development opportunities and work with managers to address business need.
- Champion use of and adherence to quality systems including Riskware and SPP

Along with your extensive administrative experience you will have a qualification in business Administration or Accounting & Bookkeeping or working towards.

- Excellent interpersonal skills are a requirement together with high level verbal and written communications skills and the proven ability to establish networks and communicate effectively at all levels.
- Resourceful and detail-orientated; skilled problem solver and multi-tasker

A current WA Driver's License, a National Police Clearance, Check are prerequisites for this position.

A current COVID & Flu vaccination are desirable.

### The Benefits!

- A full time position, working Monday to Friday, with autonomy to make the role your own;
- An attractive remuneration package including salary packaging
- A challenging but very rewarding opportunity with the ability to make a difference to a rapidly growing, successful NFP;
- Be part of a values driven, mission focused team, who are creating life changing opportunities for our clients.

Does that sound like you? We would like to hear from you. To join our team, please send your application to [recruitment@yaandina.org](mailto:recruitment@yaandina.org)

We are an Equal Employment Opportunity (EEO) employer and are committed to building a workplace culture that values diversity and inclusion. We welcome, actively support and promote the employment of Aboriginal and Torres Strait Islanders, people with disabilities, LGBTI, culturally and linguistically diverse (CALD) backgrounds and other diversity group.