

BORROLOOLA'S OWN NGARDARA SOLAR MICROGRID PROJECT IS HIRING

BOOKKEEPER

WHAT DOES THE JOB INVOLVE?

- Maintain accurate financial records, including payroll, invoicing, and reconciliations
- Prepare financial reports and support tax, audit, and compliance obligations
- Use accounting software (e.g. Xero) to manage day-to-day finances
- Support grant, investor, and agreements reporting alongside the General Manager



IS THIS YOU?

- Bookkeeping or accounting qualification (Cert 4 or equivalent)
- Experience with Xero, payroll, reconciliations, and reporting
- Knowledge of GST, PAYG, and compliance for small businesses
- Strong attention to detail, clear communicator, and organised
- Culturally aware and willing to travel

ABORIGINAL AND TORRES STRAIT ISLANDER CANDIDATES, AND THOSE WITH LOCAL KNOWLEDGE OF BORROLOOLA AND SURROUNDING COMMUNITIES, ARE STRONGLY ENCOURAGED TO APPLY.



APPLY NOW

SEND YOUR EXPRESSION OF INTEREST AND CV TO:

secretary@ngardaraproject.org.au and
maddyh@originalpower.org.au



APPLICATIONS CLOSE 5PM 3 SEPTEMBER