



Australian Government



ABORIGINAL
HOSTELS LIMITED

Management Accountant – National Operations

The job - AHL has a new and unique Management Accountant role on offer. We are looking for someone to prepare and analyse reports on the operations of our 42 hostels across Australia. Working within the National Operations Team in Canberra, you will be reporting on regional and individual hostel budgets and activity and working with a range of business areas. You will work closely with the General Manager of Operations and report to the Director National Operations.

You will receive in house training in our Reservations Management System (RMS) and financial accounting system (Technology One) and will have the opportunity to learn about AHL operations and complexities of hostel management and meal service.

This is a unique position offering the benefits of the Australian Public Service employment conditions with the excitement and variety of the hospitality industry. Our not-for-profit status also offers additional salary benefits through salary sacrificing on top of the stated annual salary.

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

Job Reference	VN6125
Classification	Executive Level 1
Job Title	Management Accountant
Employment Type	Ongoing, Full-time (Part-time arrangements will be considered)
Salary	\$115,443 - \$125,832 per annum
Benefits	<ul style="list-style-type: none">• 15.4% superannuation• Not-for-profit salary sacrifice arrangement of up to \$15,900 per FBT resulting in an increase in your fortnightly take-home pay.• 4 weeks annual leave plus two days close down leave at Christmas.• Flexible and Work from Home arrangements considered.• Walking distance to free parking and opposite a bus stop.
Location	Phillip, Canberra ACT
Contact Officer	Loretta Price, Director National Operations 0455 09 44 99





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Duties and Responsibilities

1	Prepare annual operating budget and quarterly forecasts for the Operations Team including but not limited to: <ul style="list-style-type: none">• Staffing costs• Operating costs including food costs, contracted labour costs• Occupancy rate by months
2	Generate monthly cost centre reports for the Operations Team and seek explanation/ solution for items not in line with budget and report to the General Manager Operations and National Director Operations.
3	Regularly monitor Team expenditure and report major variance including analysis by hostels with a focus on staffing levels, contracted labour and other costs.
4	Prepare occupancy reports including monitoring Reservation Management Services room closures and resident capacity to ensure accurate occupancy rates are reported. Timely preparation and submission of third-party funding acquittals.
5	Prepare occupancy data for annual or other reports (reservation and demographic, etc)
6	Assist with the preparation of third party funded hostels budget and acquittals.
7	Follow up with Directors /hostels on outstanding suppliers' invoices, vehicle servicing / replacement and overdue organisational debt.
8	Undertake other duties as requested.

Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definite list of all the tasks to be undertaken. Those tasks can be varied from time to time at the discretion of the General Manager, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.





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Skills and Experience Required

1	Understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
2	Ability to support outcomes for First Nations peoples and the ability to communicate sensitively and effectively with First Nations peoples.
3	Shapes strategic thinking – Inspires a sense of purpose. Focuses strategically. Harnesses information and opportunities, and shows judgment, intelligence and common-sense.
4	Communicates with influence – Communicates clearly. Listens, understands and adapts to audience, and negotiates persuasively.
5	Achieves results – Builds organisational capability and responsiveness. Marshals' professional expertise. Steers and implements change and deals with uncertainty, and ensures closure and delivers on intended results.
6	Cultivates productive working relationships – Nurtures internal and external relationships. Facilitates cooperation and partnerships. Values individual differences and diversity, and guides, mentors and develops
7	Exemplifies personal drive and integrity – Demonstrates public service professionalism and probity. Engages with risk and shows personal courage. Commits to action. Displays resilience, and demonstrates self-awareness and a commitment to personal development.
Essential qualifications	Relevant accounting qualification and membership to a professional accounting body (CPA or CA).





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Recruitment Initiatives

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants.](#)

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

How to apply

- Complete the **Application Form** available on our website www.ahl.gov.au/work
- Upload your current **Resume**, **Statement of Claims** and completed **Application Form** by 11:59pm ACST on **Sunday 8 June 2025.**
- Please include your name and the job reference (**VN6125**) in the subject of your email.

