



<b>Job Title:</b>	<b>Finance Officer</b>	<b>Position No:</b>	<b>CF11</b>
<b>Group:</b>	<b>Corporate Services</b>	<b>Service Area:</b>	<b>Finance</b>
<b>Classification Level:</b>	<b>Administration Officer (ASO6)</b>		
<b>Reports to:</b>	<b>Finance Manager</b>	<b>Direct Reports:</b>	<b>Nil</b>
<b>Location:</b>	<b>Darwin</b>	<b>Date Approved:</b>	<b>July 2024</b>

## POSITION OVERVIEW

Under the supervision of the Finance Manager, the Finance Officer is responsible for providing financial and administrative support to ensure accurate and timely processing of finance activities in accordance with NLC processes and delegations.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Responsible for the administration and training delivery of the Cost Recovery Management (CRM) system, Travel Allowance System, Purchase Order Grid maintenance, Financial Authorisation/Delegation maintenance, Reimbursement System Maintenance in Sage 300.
- Prepare costing templates for SAGE and CRM, ensuring quotes are reviewed prior to submission to proponents.
- Processing of travel allowance payments for Employees and Council Members ensuring that regular reconciliations are undertaken and travel allowance acquittals are completed and submitted in a timely manner. Undertake a variety of financial tasks , including accounts payable and accounts receivable activities as well as assist other finance team members, as required.
- Provide support in the administration of NLC's Purchase Order System, including assisting to resolve queries and issues in a timely manner.
- Review and action routine correspondence and inquiries, including undertaking research as required.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

## POSITION REQUIREMENTS

### ESSENTIAL REQUIREMENTS

- Minimum of Diploma in Business or relevant qualification.
- Minimum of two (2) years' experience in a similar role.



- Sound cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Experience in using Microsoft Office including good working knowledge of excel and experience in using a financial management information system;
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Sound analytical and problem-solving skills with the ability to interpret reports, contracts and financial information.
- Well-developed verbal and written communication skills with the ability to produce well structured, accurate and concise documents.
- Sound organisational and time management skills, with excellent attention to detail, with the ability to manage and prioritise workload in order to meet deadlines.
- Demonstrated customer service skills and the ability to deal/liaise with difficult customers in order to resolve difficult situations that may arise.
- Willingness to undergo a Criminal History Check.

#### **DESIRABLE REQUIREMENTS**

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Previous experience with SAGE (ACCPAC) is highly desirable.

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