



Job Title:	Contracts Payable Officer	Position No:	CF04
Department:	Corporate Services	Service Area/Section:	Benefits Distribution
Classification Level:	AS05		
Reports to:	Trust Manager	Direct Reports:	Nil

POSITION OVERVIEW

Under the supervision of the Trust Manager this position is responsible for the administration and distribution of royalty payments to traditional owners in accordance with the NLC's statutory requirements.

KEY RESPONSIBILITIES

- Responsible for regular and ongoing maintenance of the Royalties Beneficiaries database in SAGE, whilst ensuring that all information is correct and up to date, this includes maintaining all royalty TRIM distribution files and records.
- Liaise with internal stakeholders to ensure that distribution instructions are correct and up to date, to ensure that all royalty payments and disbursements are processed in accordance with instructions.
- Liaise with corporate recipients of royalty payments to ensure that all payments are made in accordance with statutory obligations and ATO taxation requirements.
- Prepare regular section reports on royalty distributions for various stakeholders (internal/external), including undertaking research to improve the reports and ensure they are fit for purpose.
- Monitor and update aged accounts payable status ensuring that all balances are correct and up to date.
- Create new accounts in the trust ledger as required and assist with testing processes for system upgrades.
- Prepare correspondence and respond to general inquiries relating to royalty distribution and payments and ensure effective, regular and timely communication is provided to all stakeholders regarding royalty payments and status.
- Contribute to the development and implementation of new and improved processes, policies and procedures related royalty functions.
- 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 with NLC's WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Certificate IV in Business Finance, Administration or relevant experience.
- Minimum of 2 years practical experience in a similar position.
- Demonstrated experience in using accounting software and databases.
- Previous experience in the use of standard office software applications, including a working knowledge of computerised financial systems or similar.
- Sound organisational skills, good attention to detail with a high degree of accuracy, with the ability to determine work priorities, including working with minimal supervision, either individually or as part of a team.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- 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.

DESIRABLE REQUIREMENTS

- Experience using ACCPAC or SAGE is highly desirable.
- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)

Date Approved: August 2024