



Position Title:	Trust Account Disbursement Officer	Position No:	A17
Group:	Corporate Services Branch	Service Area/Section:	Benefits Distribution Unit
Classification Level:	AS05		
Reports to:	Senior Trust Account Disbursement Officer	Direct Reports:	Nil
Special Measures:	Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Applicants		
Location:	Darwin	Date Approved:	Oct 2025

POSITION OVERVIEW

Reform of Trust Account distributions is a high priority for the Northern Land Council. This position is responsive to that priority and contributes to the establishment of a dedicated, independent Benefits Distribution unit. Under the general direction of the Manager, Benefits Distribution Unit, the role will be responsible for the ongoing review and processing of all trust distribution instructions in order to streamline existing procedures and calculate disbursement amounts in an accurate and timely manner and in accordance with those instructions, deadlines and NLC policy and procedures.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Liaise with Anthropology and Finance staff to locate, manage and review all details of benefit distribution instructions. This will include, but is not limited to, collating due dates of payments, available balances, standing instructions renewal requirements and defined Traditional Owner decisions for past royalty distribution processes.
- Responsible for the preparation of accurate distribution spreadsheets and finalising all distribution documentation in collaboration with Benefit Distribution Project Officers and relevant Anthropologists and in accordance with the NLC process.
- Assist with Trust Accounts receivable and payable functions of the Benefit Distribution Unit.
- Work closely with Regional Anthropologists and branch staff, royalty team and other NLC staff to facilitate and implement a cooperative working arrangement and complementary systems between Anthropology and Finance branches.
- Attend to queries regarding instructions and Trust Account payments from the Royalty Hotline and other relevant staff.
- Prioritise workload to ensure projects are completed within required deadlines.
- Contribute to the Royalty Reform project team in a meaningful way to bring about continuous improvements, including design and function of NLC documents/working documents, databases and data entry points for the collection of sensitive information.
- Assist in the year-end audit process, annual reporting and reporting as required.
- Ensure strict confidentiality and privacy of all records as they relate to the organisation and its constituents.
- Develop a sound knowledge of NLC regions, including locations, communities and groups related to the Benefits Distribution unit generating activities.
- safely undertake all work and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.



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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