



Job Title:	Council Payments and Liaison Officer	Position No:	DS05
Department:	Office of the CEO	Branch/Unit	Council Services
Classification Level:	ASO5		
Reports to:	Coordinator Council Services	Direct Reports:	Nil
Special Measures:	<i>Yes - Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		
Location	Darwin	Date Approved:	July 2025

POSITION OVERVIEW

The Council Payments and Liaison Officer is responsible for supporting the delivery of payments and logistical support to the Full Council, Executive Council, and Regional Councils of the NLC. The role focuses on preparing and processing payments for meeting / sitting fees, travel allowances, and accommodation, in line with Council decisions, policies, and relevant legislation. The position also assists with travel bookings, meeting logistics, and ongoing liaison with Council members, and works closely with the Coordinator Council Services and Liaison Officer to ensure a consistent and high-quality service.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Process Council payments in line with payroll and governance requirements:
 - Prepare and process sitting fees, for Council members in line with NLC payroll practices and Remuneration Tribunal determinations.
 - Accurately enter council member timesheets and calculate and submit payments using the correct pay cycle and payment categories (e.g. weekly or fortnightly).
 - Maintain and update payroll records for Council members, including new members and changes to entitlements.
 - Verify and resolve discrepancies in attendance records, payment requests, or timesheets.
 - Ensure compliance with payroll legislation, tax obligations, and NLC's internal payroll processes.
 - Prepare and submit required payroll reports, including STP, superannuation, and other compliance documentation in collaboration with the NLC Payroll Team.
 - Liaise closely with the People & Culture payroll team to verify all Council-related data before processing.
- Support Council logistics and administration:
 - Arrange travel, accommodation, and allowances for Council meetings in accordance with approved budgets and policies.
 - Assist with preparing and verifying travel and meal allowance forms and meeting attendance sheets.
 - Respond to Council member queries about payments, travel arrangements, or logistics.
- Maintain accurate records and compliance:
 - Ensure all Council-related records, payments, and documents are stored accurately in TRIM or other approved systems.
 - Support reporting, audit preparation, and governance checks related to Council payment functions.
 - Ensure all actions comply with the Aboriginal Land Rights (NT) Act 1976, Remuneration Tribunal determinations, and other relevant frameworks.
- Work collaboratively and contribute to team outcomes:



- Work closely with the Council Secretary and Liaison Officer to ensure a coordinated and professional service to all Council members.
- Support continuous improvement of processes related to Council payments and logistics.
- Provide one-up coverage for the Liaison Officer role 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.
- 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

- At least two years' experience in payroll, finance, or payment processing, preferably in a government or Aboriginal organisation.
- Experience working with elected bodies, boards, or Council members in a liaison or administrative capacity.
- Strong attention to detail and accuracy in handling financial and personal information.
- Proficiency in Microsoft Office and ability to learn financial and records systems (e.g. TechOne, TRIM).
- Strong organisational and communication skills, with experience working in cross-cultural environments.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- C Class driver's licence and willingness to travel remotely in a 4WD or light aircraft

DESIRABLE REQUIREMENTS

- Certificate IV or Diploma in Business, Finance, or Public Administration.
- Experience working in a Land Council or other Aboriginal-controlled organisation.
- Knowledge of the Aboriginal Land Rights (Northern Territory) Act 1976 and Native Title Act 1993.