



Position Title:	Accounts Payable Officer	Position No:	CF29
Group:	Corporate Services	Service Area:	Finance & Audit
Reports to:	Senior Accounts Payable Officer (CF07)	Direct Reports:	Nil
Classification Level	Administration Officer 5 - AS05		
Location:	Darwin	Date Approved:	October 2026
Special Measures:	<i>No - Not Applicable</i>		

POSITION OVERVIEW

Under the Supervision of the Senior Accounts Payable Officer, the Accounts Payable Officer is responsible for ensuring the accurate and timely processing of invoices in accordance with NLC processes and delegations.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Processing and payment of supplier invoices in accordance with supplier payment terms and conditions.
- Maintain and update the Vendor Database to ensure that Supplier details are current and accurate.
- Liaise with internal and external stakeholders and action/resolve supplier queries and requests in a timely manner, as required.
- Liaise with and assist suppliers to undergo EFTSure verification.
- Assist senior accounts payable officer in finalising credit card processing.
- Ensure all overdue statement balances and supplier queries are investigated and resolved effectively and efficiently.
- Preparation of weekly EFT batches and ad-hoc payment run for authorisation within agreed timeframes.
- Assist in providing training and reference documentation to new hires regarding online purchase order system.
- Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents.
- Assist other finance team member as and when required.
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Certificate IV in Business (Finance) Administration and/or equivalent relevant experience.
- Demonstrated experience in working in an accounting environment or a similar role.
- Knowledge, understanding and respect of Indigenous Australian culture, customs and society and the ability to gain and maintain credibility with Aboriginal and/or Torres Strait Islander people, communities and organisations.
- Experience in using Microsoft Office, with intermediate user-level of Excel.
- High level of accuracy and attention to detail, with a commitment to meeting high-quality standards.
- Ability to multitask and prioritise so that all tasks are completed in a timely manner and expectations are managed.
- Well-developed interpersonal and analytical skills including good customer relation skills.
- Ability to work in a team environment and independently.
- Demonstrated ability to successfully and accurately complete tasks in a timely manner.
- Must be willing to undergo and pass a Police Security Check

DESIRABLE REQUIREMENTS

- Demonstrated experience in using accounting software and databases, experience using ACCPAC or SAGE.
- Experience in an Indigenous community-controlled organisation or a Not-For-Profit.