



Job Title:	Reporting & Compliance Officer	Position No:	CF40
Department:	Corporate Services	Service Area/Section:	Finance
Classification Level:	AS06		
Reports to:	Finance Manager	Direct Reports:	Nil

POSITION OVERVIEW

Under the direction of the GM Corporate Services, the Reporting & Compliance Officer is responsible for all compliance and reporting requirements associated with the NLC's Indigenous Economic Stimulus Package to ensure the NLC remains compliant with all funding requirements, project activities and deliverables.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide a range of administration and support services related to the Economic Stimulus package, including assessing applications, maintaining relevant documents in Content Manager and associated systems for recording and tracking of funding proposals, and ensuring compliance with NLC policies and procedures.
- Maintain the compliance plan and register, ensuring that all funding applications are compliant with funding policies, regulations, and procedures and that any changes that may impact funding applications are clearly communicated to all stakeholders in a timely manner.
- Design and implement an appropriate compliance monitoring process, ensuring that reporting, file audits and assessments are completed regularly ensuring that any non-compliance is escalated to Management promptly to enable timely and accurate internal and external reporting on outcomes and assessment of deliverables.
- Oversee the collection and collation of funding applications and other supporting documentation from Indigenous businesses and Homeland Communities including providing regular reports to Management on the status of applications.
- Liaise with all stakeholders to monitor, track and report on funding programme and budget milestones, including preparing service agreements and variations as required.
- Respond to general enquiries to ensure that issues are resolved effectively and efficiently and work towards improving project visibility and transparency over the allocation and utilisation of funding.
- Travel as required to project sites to report on project status and ensure ongoing compliance with all funding requirements and guidelines.
- 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.



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Diploma level qualification in an Accounting, Finance, Compliance, Quality Auditing or related field or relevant equivalent levels of experience.
- Minimum of two (2) years' experience in a similar role managing funding applications and compliance with grants.
- Ability to monitor funding agreements to ensure funding outcomes are met in accordance with grant requirements.
- Ability to communicate effectively both orally and in writing with a range of both internal and external stakeholders with different levels of understanding of the lifecycle of funding agreements.
- Proven experience in the use of standard office software applications, including a working knowledge of computerised financial systems and databases.
- 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 in an Indigenous community controlled and/or a Not-for-Profit organisation.
- Experience and knowledge of SAGE or similar ERP systems.
- Knowledge of the operations of Land Councils or Commonwealth Government funding.

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Date Approved: October 2024