

**POSITION DESCRIPTION**

TITLE: FINANCE OFFICER

LEVEL: BAND LEVEL 4-5

RESPONSIBLE TO: FINANCE PROGRAM LEADER

Position Status:	Permanent full time
Position Approved by: 	Date: 5 August 2026
Ankit Pansal, Director Corporate Services	

POSITION OBJECTIVES:

This position is responsible for performing a range of finance-related activities in accordance with relevant legislation and standards to effectively support the Finance Program Leader in ensuring that Council's financial records are complete and accurate.

KEY RESPONSIBILITIES:

- Perform accounts payable functions in line with Accounts Payable Procedures.
- Perform accounts receivable functions in line with Accounts Receivable Procedures.
- Perform daily bank reconciliation in line with the procedures.
- Prepare monthly reconciliations of all Credit Cards, Fuel Tax Credit returns, phone, and electricity bills.
- Maintain Council's Petty Cash.
- Assist with the reporting and acquittal of grants.
- Assist with the maintenance of the Financial Asset Register.
- Assist with audit queries relating to accounts payable and accounts receivable.
- Provide Customer Service and Administration assistance as necessary.
- Other duties as directed within the skills and abilities of a position at this level.
- Effectively use Council's document management system ensuring tasks are actioned on time.
- Manage council investment portfolio under supervision.
- Perform journal entries as required.
- Meet all Workplace Health and Safety requirements and follow appropriate safety and health practices for self and others.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the Finance and Program Leader for the performance of key responsibilities outlined in the Position Description in accordance with relevant legislation and standards, established budget and policy guidelines.

JUDGEMENT AND PROBLEM SOLVING:

- Guidance is available from more senior staff in making decisions.
- Tasks are to be performed in accordance with approved processes and procedures.

SPECIALIST KNOWLEDGE AND SKILLS:

- Highly developed record keeping and administrative skills.
- High level of attention to detail.
- Highly developed phone etiquettes.
- Proficient in the use of Microsoft Office Suite programs.

MANAGEMENT SKILLS:

- Ability to function independently or as part of a team.
- Ability to manage processes through to completion.
- Ability to efficiently plan and use own time to achieve specific objectives within set timelines.

INTERPERSONAL SKILLS:

- Ability to communicate effectively with internal and external stakeholders.
- Highly developed interpersonal skills.
- Personable and happy demeanour.

QUALIFICATIONS AND EXPERIENCE:

- Trade certificate, accredited/industry-based course equivalent to a Certificate IV.
- Knowledge of and experience in accounts payable, accounts receivable, bank reconciliation.

KEY SELECTION CRITERIA:

- Certificate IV in Business or Accounting related studies.
- Knowledge of and experience in accounts payable, accounts receivable, bank reconciliation.
- Demonstrated ability to effectively liaise with a broad range of stakeholders.
- Knowledge of clerical procedures and office practices.
- Commitment and the ability to provide quality customer service.
- High level of computer literacy (Microsoft Office Suite of Programs).
- Commitment to the concept of a team based working environment with an ability to work independently.
- Proficiency in the application of standardised procedures and practices.
- High level of attention to detail.
- Demonstrated effective self-management, time management and organisational skills.
- Undertake Pre-Employment Medical and completion of a Criminal History Check.
- Current Northern Territory Driver's Licence.

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee: (Name)

Date: