



Northern Land Council

Job Description

Job Title:	Finance Officer, Accounts Payable
Classification:	ASO4
Maildex:	CF05 , CF07, CF11, CF14
Branch:	Corporate Services
Section:	Finance
Reports to:	Accountant CF10
Approved:	
Signature:	
Date of Review:	

Primary Objective

Under the general direction of the Accountant, this position provides support to the Finance Manager in the achievement of Branch objectives. This position is expected to exercise judgement in the interpretation and application of guidelines and procedures to perform technical work of a financial nature.

Duties

- Provide administrative support to the work area; including the input of data to NLC financial systems and other support applications.
- Undertake a variety of tasks of a financial nature, including but not limited to:
 - The payment of creditor accounts and reconciliation of creditor statements.
 - The preparation and follow-up of debtor invoices.
 - The collection, receipt and distribution of funds; ensuring that accurate records are maintained for all transactions.
 - The reconciliation of financial records and transactions; initiating and undertaking appropriate follow-up action to deal with any matters arising.
 - The compilation and interpretation of financial data.
- Provide advice and assistance to NLC staff and clients. Deal with routine correspondence and enquiries, undertaking associated research as necessary.
- Identify own training and development needs. Assist in the preparation of own personal development plans; actively participating in training as appropriate.
- Ensure that principles of Equity and Diversity, Participative Workplace Practices, and Occupational Health and Safety are practised in the work area.
- Other duties as directed by the Accountant or Finance Manager.

Selection Criteria

- Demonstrated knowledge of the technical aspects of the position with previous experience in a similar role
- Good verbal communication skills, including the ability to liaise and negotiate with a wide range of people at all levels
- Good organisational skills and the ability to determine work priorities, including the ability to work with minimal supervision, either individually or as part of a team
- Previous experience in the use of standard office software applications, including a working knowledge of computerised financial systems
- Knowledge of Aboriginal culture and society, and the issues affecting Aboriginal people in the Northern Territory and an ability to communicate effectively with Aboriginal people
- A knowledge of, and commitment to, the principles of Equity and Diversity, Participative Workplace Practices, and Occupational Health and Safety and the ability to apply these principles in the workplace