

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Senior Finance Officer	Designation & Classification Level	RGRC Level 6
Position No		Division	Corporate Services & Sustainability
Business Unit	Financial Management and Planning	Reports To	Finance Manager
Location	Katherine	Date Created	April 2020
		Date Approved	
2. POSITION CONTEXT			
Position Summary/Purpose	<p>The finance department is responsible for planning and delivering financial services for the Roper Gulf Regional Council. The major services includes: rates and property, creditors, debtors, investment, financial reporting – external and internal, financial management, budgets, annual financial reports and payroll.</p> <p>Working in a small team to ensure the accurate and expedient recognition, processing and payment of supplier invoices and expense claims and ensure that all rates, fees and charges are properly and promptly charged to clients and that the accounts receivable is promptly collected and accurately recorded in the Council's financial systems.</p>		
3. KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Ensure all creditor accounts and payroll deductions are paid and/or managed promptly. • Ensure all debtor accounts are managed promptly. • Implement and ensure prompt, efficient and effective purchasing, accounts payable, accounts receivable and rating processes processes across the organisation, with reference to Best Practice principles. • Manage the Council's Rate book and bank reconciliations. • Ensure all cash is promptly receipted and banked. • Assist in ensuring compliance with GST legislation. • Monitor and manage all revenue-related agency and internal allocation-related balance sheet accounts. • Review and reconcile credit cards and major supplier accounts including Telstra and Power Water • Prepare monthly AP Report for inclusion in the Council reports. • Regularly update and communicate with the Finance Manager regarding accounts payable and expenditure-related issues. • Provide an enthusiastic, professional and high level of support to all internal and external stakeholders. • Facilitate positive and stable relationships with suppliers, funding agencies, ratepayers and other stakeholders. • Act with sensitivity, confidentiality, courtesy and discretion at all times. • Provide a supervisory and mentoring function for staff within the Finance Department, in particular for accounts payable and purchasing staff. • Facilitate and participate in regular staff meetings. • Ensure Council's accounting practices comply with the Local Government Act and Accounting Regulations. • Assist in ensuring compliance with GST legislation. • Provide assistance to external auditors during the annual audit as required. • Abide by all relevant Council policies and procedures, including Code of Conduct, EEO policy and WHS Policy. • Other reasonable duties as instructed by the direct supervisor. • WHS 			

4. SELECTION CRITERIA

ESSENTIAL

1. Post-secondary qualifications in Accounting or related discipline, or a minimum of three (3) years' experience in accounting and financial management or similar field.
2. Demonstrated organisational and time management skills, including the ability to work with minimal supervision, performing tasks under pressure and to meet deadlines, while maintaining high level of attention to detail and accuracy.
3. Excellent numeracy, analytical and problem-solving skills in a financial management context.
4. Demonstrated experience in using Microsoft Office Suite applications, in particular Microsoft Excel, to prepare financial reports, correspondence and presentations with the use of financial management and accounting software.
5. Well-developed interpersonal and customer service skills with demonstrated experience liaising with a wide range of internal and external clients
6. Able to meet the inherent requirements of the position both physically and mentally.

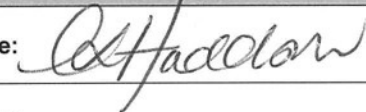
DESIRABLE

1. Experience and knowledgeable in accounting practices and procedures relating to Local Government.
2. Demonstrated knowledge of rating principles and debt management and collections
3. Demonstrated experience working in Local Government setting, or sound knowledge and understanding of the Local Government Act and Accounting Regulations.
4. Current NT C Class Drivers Licence.
5. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.

5. ACKNOWLEDGEMENT

CEO/GENERAL MANAGER	Cindy Haddow	Date: 13-11-2025	Signature: 
Employee Name		Date:	Signature: