

BARKLY REGIONAL COUNCIL



Finance Officer (FOP003)

1. Position Objectives

The Finance Officer supports the accounting and finance functions through the timely and accurate completion of financial tasks, including transaction processing, reconciliations, reporting, and project support as directed.

2. Our Vision, Purpose and Values

VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

VALUES

- Integrity:** Upholding honesty and transparency in everything we do.
- Diversity:** Embracing and celebrating the unique identities, traditions, and strengths of every community.
- Empathy:** Understanding and valuing the needs and experiences of others.
- Accountability:** Taking ownership of our actions through commitment to BRC and our communities.
- Service:** Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Finance Administration

- Support end-of-month and other accounting close activities.
- Provide customer service to internal staff, suppliers, and other stakeholders.
- Maintain accurate financial records and assist with system updates and process improvements.
- Match invoices to purchase orders, approvals, and delivery documentation prior to payment.
- Monitor due dates, prioritise payments, and assist in preventing late fees or service disruptions.

Accounts Receivable

- Prepare and issue invoices for goods and services provided to third parties.
- Process and receipt funds received via direct credit and other payment methods.
- Maintain accurate debtor records and assist with follow-up of outstanding accounts.

Accounts Payable

- Match creditor invoices to purchase orders for processing.

- Ensure invoices comply with Council requirements, delegations, and payment procedures.
- Investigate discrepancies and compile supporting information to ensure accurate invoice payments.
- Reconcile creditor invoices and supplier statements.
- Process payments for approved invoices within required timeframes.
- Process employee and Councillor reimbursements and allowances.
- Respond to accounts payable enquiries from suppliers and internal stakeholders.
- Reconcile corporate credit card transactions and supporting documentation as required.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4. Key Accountabilities

- Support daily finance and end-of-month activities.
- Process accounts payable and accounts receivable transactions.
- Match and reconcile invoices, statements, and payments.
- Maintain accurate financial records and documentation.
- Respond to finance enquiries from staff and suppliers.
- Monitor payment deadlines and assist with process improvements.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Finance Officer (FOP003)
Reports to:	Senior Finance Officer (AP) (SFO001)
Department:	Commercial Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Chief Finance Officer Finance Manager Manager Grants

Governance Coordinator
Senior Finance Officer (AP)
Senior Finance Officer (AR)
Senior Finance Officer (Procurement, Payroll, AR)
Senior Payroll Officer
Finance Officer (AP)
Finance Officer (AR)
Other Council Staff

External Liaison: Government and Non-Government Departments, Organisations and Representatives
Ratepayers, Residents, and Visitors

6. Wages and Allowances

Classification: Level 4, Pay Point 1
Barkly Regional Council Enterprise Agreement 2024

Status: Casual – Fixed Term (up to 38 hours per week)
(End Date: Friday, 9 October 2026)

Hourly Rate: \$42.96 per hour (including 25% casual loading)

SCG: 12%

Roster: The Supervisor will set a weekly roster that is no more than 38 hours within a given week and/or 7.6 hours within a given day. The roster will be, within the span of ordinary hours of work, currently 6:00 am to 6:00 pm, Monday to Friday.

7. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

Interpersonal:

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties:

- Provide courteous and timely attention to requests for information.
- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.

- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

8. Essential Criteria – Qualifications, Skills, and Experience

1. Demonstrated experience in procurement and/or accounts payable.
2. Strong knowledge of financial processes and compliance requirements.
3. High level organisational and time management skills.
4. Ability to work independently and as part of a team.
5. High level of accuracy, confidentiality, and attention to detail.

9. Desirable Criteria – Qualifications, Skills, and Experience

1. Understanding of the Local Government Act 2019 (NT) and Local Government (General) Regulations 2021 (NT).
2. Understanding of Barkly Regional Councils policies and procedures.
3. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
4. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- Relevant qualification in Accounting, Finance, or Business.
- National Criminal History Check

Desirable

- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work - Prevention of Sexual Harassment in the Workplace Training
- Prevention Of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as **Light Work**, involving predominantly administrative and computer-based tasks with minimal physical demands.

- This role involves minimal manual handling tasks, including occasional lifting and carrying of documents, files, and office supplies.

- Manual lifting is generally up to 20kg, with infrequent handling at this level.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
 - Sit for extended periods while undertaking computer-based work;
 - Perform repetitive tasks such as data entry, reconciliations, and processing transactions;
 - Use computers and office equipment for prolonged periods;
 - Move within the workplace to access files, equipment, and liaise with staff.

Inherent Physical Requirements:

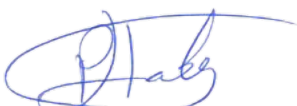
- Ability to sit for extended periods.
- Ability to perform repetitive tasks such as typing and data entry.
- Ability to use computers and office equipment for prolonged periods.
- Ability to maintain sustained hand and finger movements (keyboard and mouse use).
- Ability to stand and walk intermittently throughout the workday.
- Ability to undertake occasional lifting and carrying of documents and materials.
- Ability to bend, reach, and perform light physical tasks as required.
- Ability to manage competing priorities and meet deadlines in a dynamic work environment.

Physical Requirements of Job Role							
Job Role	Finance Officer						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing			X				
Sitting						X	
Forward Reaching				X			
Neck flexion / extension / rotation				X			
Reaching above shoulder height		X					
Stooping & bending forward from standing position			X				
Kneeling / squatting	X						
Trunk rotation				X			
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		X					
Walking			X				
Walking over uneven surfaces	X						
Ladder climbing	X						
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments

Unilateral lifting	X					
Bilateral carrying		X				
Lifting with weight away from body <10kg			X			
Lifting with weight away from body >10kg	X					
Lowering a vertical distance > 25cm from waist to floor		X				
Lowering a vertical distance > 25cm from waist to shoulder height	X					
Lifting 0kg - 4.5kg			X			
Lifting 4.5kg - 9kg		X				
Lifting 9kg - 22kg	X					
Lifting 22kg - 45kg	X					
Lifting 45kg+	X					
Handling unstable objects	X					
Carrying		X				
Pushing / pulling		X				
Sustained / repetitive hand grip				X		
Tool use				X		
Exposure to vibration	X					

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



 Peter Harder
 Chief Executive Officer

25 / 05 / 2026

 Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

 Signature

_____/_____/_____
 Date