

# Position Description

## Finance and Admin Support Officer Corporate

<b>Location</b>	60 Smith Street, Darwin City, NT 0800
<b>Reporting to</b>	Financial Controller
<b>Direct Reports</b>	Nil
<b>Special Provisions</b>	Appointment is contingent upon receipt of a satisfactory National Criminal History and OCHRE Card.
<b>Required Qualifications</b>	Tertiary qualification in a related discipline and/or relevant professional experience, or an equivalent combination of relevant experience and/or education/training.

### About Aboriginal Investment NT

Aboriginal Investment NT is a corporate Commonwealth entity, established under the Aboriginal Land Rights Act (Northern Territory) 1976, and designed in partnership with Aboriginal Territorians. Our purpose is to work with Aboriginal Territorians to achieve economic, social and cultural impact through innovative approaches to investments, beneficial payments and other financial assistance.

To support this, we have initial grant funding of \$180 million and an investment corpus of \$500 million. Our Aboriginal-controlled board share a vision of self-determination, with Aboriginal Territorians at the centre of Aboriginal Investment NT's work.

### Purpose of the Position

The Finance and Admin Support Officer play a vital role in supporting the Corporation's financial, administrative, and operational functions. The position is responsible for delivering efficient business support services, contributing to financial operations, and ensuring compliance with Corporation's policies and procedures. A key focus of the role is establishing and maintaining effective fleet management processes and developing systems that support operational requirements across the Corporation.

### Duties

The following accountabilities are not exhaustive and may include others as directed by the Financial Controller that are commensurate with skill set.

- Business support: Provide efficient and effective business systems services including building, travel, fleet management, asset management, email management, and responding to daily requests and enquiries.
- Financial operations: Assist with financial operations including month-end procedures, reporting, and accounts payable.

- Procurement support: Support financial processes and assist staff with procurement activities in line with the Corporation's policies.
- Operational analysis: Analyse operational issues, recommend practical solutions, and implement process improvements.
- Record management: Develop and maintain accurate records, procedures, and instructions to support consistent administrative practices.
- Fleet systems and process development: Establish and maintain fleet management processes, including developing systems to support operational requirements, ensuring accurate tracking, compliance, and efficient utilisation of fleet resources.

### **Key selection criteria**

#### **Essential**

- Proven expertise with financial procedures: Demonstrated experience in managing financial processes, including accounts payable, month-end procedures, and banking transactions.
- Computer proficiency: Strong computer skills with proficiency in Microsoft Word, Outlook, Excel, financial management software and document management.
- Office proficiency: Experience in office procedures with strong organisational skills, including managing multiple administrative tasks and maintaining efficient workflows.
- Compliance and policy adherence: Proven track record in ensuring adherence to organisational policies and procedures, with a focus on monitoring compliance.
- Advanced communication skills: Excellent written and verbal communication skills, capable of interacting professionally and effectively with senior executives, external clients, and individuals from diverse backgrounds.
- Cultural sensitivity and commitment: Demonstrated passion and commitment to working with Aboriginal people and communities, supporting self-determination with cultural awareness and sensitivity.

#### **Desirable**

- Understanding of Aboriginal communities, nation-building, self-determination and community development principles and approaches.
- Experience in public accountability and reporting, particularly under the PGPA.

### **Organisation Expectations**

- Contribute to the efficient and effective functioning of their team or work unit in order to meet organisation objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct,

providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors

- Demonstrate and promote the organisation Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour
- Read, understand and comply with all organisation policies and procedures
- Undertake risk management and actively support and participate in the risk management processes adopted by the organisation which include identifying, analysing and evaluating risk that may impact on the organisation
- Work at and travel between other organisation office/s or to other locations from time to time as may be required during the course of employment
- Complete all mandatory training such as required by the organisation
- Demonstrate understanding of the principles of anti-discrimination, staff equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs

### **Work Health & Safety**

- Ensure all activities comply with WHS legislation and organisation policy & procedure
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and support in implementation of risk controls
- Participation in WHS training requirements for staff including the provision of training and monitoring of training to ensure completion and currency