



Position Description

Finance and Payroll Officer

Title	Finance and Payroll Officer
Salary	\$87,267.63 per annum
Employment Type	Permanent Full-time
Reports to	Management Accountant
Location	Parap, NT

Position Overview

The Finance and Payroll Officer is responsible for managing payroll functions and accounts receivable / payable processes within the Groote Archipelago Regional Council. This role ensures accurate and timely processing of payroll, compliance with relevant legislation, and efficient management of financial transactions to support the Council's operations.

Key Responsibilities

1. Payroll Management

- Process payroll for all employees, ensuring accuracy and compliance with relevant legislation, awards, and agreements.
- Maintain employee payroll records, including changes to employment status, salary adjustments, and leave balances.
- Prepare and submit payroll-related reports, including tax and superannuation contributions, and ensure timely payments to relevant authorities.

2. Accounts Payable

- Manage the accounts payable process, including the verification, approval, and payment of invoices.
- Ensure that all financial transactions are recorded accurately and in a timely manner in the accounting system.
- Reconcile accounts payable transactions and resolve discrepancies with suppliers as needed.

3. Accounts Receivable

- Monthly, quarterly, annual and ad hoc debtor invoicing is processed accurately and on time to raise the required revenue for Council to achieve its set objectives.
- Cross reference accounts on all documents and systems to confirm information is accurate and has been correctly settled.

- Ensure debts owed to Council are collected in a timely manner in accordance with Councils Sundry Debtors Debt Collection Policy.
- Develop and maintain a procedure manual.
- Internal financial controls are followed, monitored and recommendations made on improvements to controls.

4. Financial Record Keeping

- Maintain accurate and organised financial records, including payroll, accounts payable, and other financial documentation.
- Assist in the preparation of monthly and annual financial reports, including budget variance analyses and cash flow statements.
- Support the Management Accountant in maintaining compliance with financial policies, procedures, and reporting requirements.

5. Stakeholder Engagement

- Act as a point of contact for employee inquiries related to payroll, deductions, and leave entitlements.
- Collaborate with department heads to ensure accurate reporting of employee hours, overtime, and leave taken.
- Foster positive relationships with suppliers and contractors to facilitate efficient accounts payable processes.

6. Continuous Improvement

- Assist in the identification and implementation of process improvements related to payroll and accounts payable functions.
- Stay updated on changes in payroll legislation and accounting practices to ensure compliance and efficiency.
- Participate in training and professional development opportunities to enhance skills and knowledge in payroll and accounting.

7. Reporting and Accountability

- Provide timely payroll accrual balance reports to managers as required.
- Provide ad hoc payroll reports.

Key Selection Criteria

- Certificate IV or Diploma in Accounting, Finance, Business Administration, or a related field, or demonstrated experience of at least 3 years in a similar role.
- Demonstrated experience in payroll processing and accounts payable functions, preferably within a public sector or local government environment.
- Strong understanding of payroll legislation, accounting principles, and financial reporting requirements.

- Proficient in payroll and accounting software such as Xero, Approval Max and Employment Hero, as well as Microsoft.
- Highly developed communication and interpersonal skills, with the ability to build effective working relationships and engage a diverse range of stakeholders.
- Strong organisational skills, with excellent attention to detail and the ability to manage multiple tasks and competing priorities effectively.

Desirable Selection Criteria

- Previous experience working with remote Australian First Nations communities.
- Demonstrated cross-cultural awareness, with the ability to work respectfully and effectively in a diverse and multicultural workplace.
- First Aid & CPR or willing to obtain.

Conditions of Employment

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.



Ben Waugh
Interim Chief Executive Officer
Groote Archipelago Regional Council