



Position Description

Senior Finance Officer

Title	Senior Finance Officer
Salary	\$101,559.68 per annum
Employment Type	Permanent Full-time
Reports to	Management Accountant
Location	Darwin, NT

Position Overview

The Senior Finance Officer plays a key leadership role in ensuring the financial integrity, operational effectiveness, compliance and reporting of the Council's finance function. The role includes financial reporting, budgeting, working with procurement, grant and contract management, and continuous improvement initiatives. This position provides direct support to the Management Accountant and Director of Corporate and Financial Services and is responsible for coaching junior finance staff, including the Finance and Payroll Officer.

Key Responsibilities

1. Financial Management and Reporting

- Prepare monthly, quarterly, and annual financial reports and ensure compliance with internal and external reporting standards, local government regulations, and internal policies.
- Assist in annual budget preparation, forecasting, and financial planning processes.
- Monitor expenditure against budget and provide variance analysis and recommendations.
- Ensure compliance with relevant financial legislation, grant requirements, and reporting frameworks.
- Maintain accurate general ledger records and manage internal control procedures.
- Ensure all general ledger accounts are reconciled monthly.
- Support the annual audit process and contribute to financial year-end processes.
- Ensure all taxation obligations and compliance are completed efficiently.
- Maintain best practice knowledge of Financial and Technological data maintenance and reporting regimes.

2. Grants and Contract Oversight

- Work collaboratively with the procurement responsible officer to assist in the maintenance of the procurement register and contract database.
- Ensure value for money, transparency, and accountability protocols are maintained at all times.

- Work collaboratively with grant funding bodies and grant managers to achieve successful funding acquittals and contract adherence.
- Assist with annual rates, fees and charges.

3. Supervision and Team Leadership

- Provide oversight, guidance, and coaching to the Finance and Payroll Officer.
- Support team capability development through training and knowledge sharing.
- Promote a collaborative and accountable finance team culture.

4. Stakeholder Engagement

- Liaise with internal departments to provide financial and procurement advice.
- Prepare reports and briefings for the Executive and Council as required.
- Develop positive working relationships with external auditors, suppliers, and funding bodies.

5. Continuous Improvement

- Assist in the identification and implementation of process improvements related to finance and procurement procedures.
- Stay updated on changes in accounting practices and local government legislation and regulations to ensure compliance and efficiency.
- Participate in training and professional development opportunities to enhance skills and knowledge in finance and procurement.

Key Selection Criteria

- Tertiary qualifications in Accounting, Finance, Business Administration, or related discipline.
- Demonstrated experience in financial management (5 years) and reporting in a local government or public sector context.
- Strong understanding of procurement legislation, contract management, and audit processes.
- Proven experience supervising or mentoring finance staff.
- High-level interpersonal and communication skills, with the ability to engage a wide range of staff and stakeholders effectively.
- High-level proficiency with financial and reporting software systems.
- Strong analytical and problem-solving skills with attention to detail.
- Ability to manage competing priorities and meet deadlines.
- Strong commitment to ethical standards and continuous improvement.
- Valid NT Class C Driver's License

Desirable Selection Criteria

- CPA/CA accreditation or working towards professional membership.
- Experience with Xero, Approval Max and Employment Hero.

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.

Max Duncan

Maxwell Duncan

Chief Executive Officer

Groote Archipelago Regional Council