

POSITION DESCRIPTION

Position Title		Finance Assistant	
Location	Darwin	Department	Finance
Classification	Level 3	Position Type	Fixed Term
Position Number	TBA	PD Number	TBA
Reports to	Finance Manager	Reports to	Director Finance
Reportees Roles	N/A		
Coverage	WARC Enterprise Agreement 2024		
Approved By	Chief Executive Officer	Date	9 January 2026

Position Objective

To assist with Accounts Payable and Receivable tasks and other finance related processes.

Key Responsibilities

1. Finance Tasks

- 1.1. Follow Council's policies, procedures and processes.
- 1.2. Check and accurately enter data into the financial system and escalate issues found.
- 1.3. Complete simple ledger reconciliations.

2. Assist and Support

- 2.1. Assist in the end-of-month processes.
- 2.2. Assist in collecting and collating information for the preparation of Business Activity Statement (BAS).
- 2.3. Assist in monitoring generic email addresses.
- 2.4. Assist in the collection and recording of credit card information.
- 2.5. Assist in responding to internal and external accounting enquires.

3. Employee Responsibilities

- 3.1. Follow the requirements of your Contract of Employment.
- 3.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 3.3. Follow all lawful instructions.
- 3.4. Seek help or support from the appropriate personnel when needed.

4. Work Health and Safety (WHS)

- 4.1 Follow all approved WHS practices and processes connected with your work.
- 4.2 Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.
- 4.3 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.

Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria for attaining one.
- Strong numeracy skills, attention to detail and accuracy.
- Proven competency in the use of information technology and Microsoft Office applications, especially Excel.
- Demonstrable ability to communicate (written and verbally) financial concepts and solutions.
- Organised approach to work and demonstrated ability to prioritise and meet deadlines.

Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to work to Council's required policy, procedure and process standards.
- Proficiency in using Council's systems.
- Current 'Class C' NT Driver's Licence