



POSITION DESCRIPTION

Finance Officer – Accounts Payable

Position	Finance Officer (Accounts Payable)
Classification Level	Level 5
Location	Darwin
Reports to	Senior Accountant

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.



POSITION

The Finance Officer (Accounts Payable) is responsible for managing the Accounts Payable and Procurement functions for Council, including the provision of reporting and financial processes.

ROLE RELATIONSHIPS

Internal	External
Chief Financial Officer	Community Organisations
Community Services Manager/s	CouncilBiz
Executive Team	Government Departments
Administration Coordinator and Assistants	LGANT
Grants Coordinator	External Providers
All Council Staff	

DUTIES

Primary Tasks

- Reviewing job card allocations coded for labour and expenses associated with Council services.
- Ensure all goods and services ordered are received and the authority used for the purchase complies with government legislation and Council policies before processing payments of accounts.
- Coordinate with suppliers to ensure goods and services are delivered on time and issues are proactively identified and resolved.
- Ensure the processing and payment of creditors' accounts is undertaken in an accurate, timely and efficient manner while maintaining a high level of customer service, utilising Council and other software products.
- Process batches of creditors' invoices by way of accurate naming and filing of invoices for approval for payment utilising Council's record keeping system.
- Enter data into the Accounts Payable module ensuring account costing allocations are accurate and GST is correctly recorded.
- Undertake a range of operational activities associated with Accounts Payable including:
 - Providing an escalation point for complex enquiries;
 - Providing advice to internal clients and vendors;
 - Managing the Accounts Payable approvals processes ensuring that invoices are monitored and paid within required timelines and provide feedback to managers as required;
 - Maintenance of creditor files;
 - Monthly statement reconciliations;
 - Maintaining and monitoring of the Purchase Order Register and providing assistance to internal clients with purchase order procedures;
 - Preparing EFT and cheque payments;
 - Issuing remittance advices;
 - Responding to internal and external enquiries in relation to the accounts payable function;



- Generating and keep record of all the reports in relation to processing, payment and reconciliation of the creditors accounts; and
- Maintaining incoming accounts payable and all related files and records.
- Respond to and coordinate enquiries from suppliers and/or creditors.
- Provide financial administration services and support functions as required.
- When required, obtain quotes for Council's procurement of goods and services (compliant with the Local Government Regulations and Council's Procurement Policy).
- Maintain an Accounts Payable Procedures Manual.
- Conduct regular review of Council's policies and procedures to identify issues and/or provide improvement to current procedures and systems;
- Continually review and update the process of Accounts Payable to ensure that it complies with legislative and Auditor requirements (and is achieved with maximum efficiency);
- Maintain a safe working environment and ensure Work Health Safety regulations are adhered to; and
- Other tasks consistent with skills and experience, as directed.

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work, health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council's 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Senior Accountant.



SELECTION CRITERIA

Essential Qualifications & Experience

- Tertiary qualification in accounting (CA or CPA) (well regarded);
- Qualifications in a related discipline;
- Experience in reviewing systems, processes and procedures that implement improvements in Accounts Payable;
- Experience in the use of TechnologyOne system (well regarded);
- Demonstrated administrative and customer service experience;
- Current NT Drivers Licence; and
- Current National Criminal History Check.

Knowledge, Skills & Abilities

- Demonstrated high level interpersonal, verbal and written communication skills;
- Ability to be discreet and maintain confidentiality;
- Ability to provide training to staff in procurement requirements and associated matters;
- Well-developed oral, written and interpersonal communication skills including negotiation skills; Well-developed computer skills in Excel, Word and experience using Finance and Contracts Systems;
- Demonstrated understanding of NT Local Government Act, Regulations and Guidelines relating to tendering and procurement practices;
- Proven ability to participate as part of a team and to work co-operatively with Council staff; and
- Ability to work with a culturally diverse range of people.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: 31 August 2021

Created	August 2021
Version	1.0