

Position Description

Business and Finance Support Officer

Job title	Business and Finance Support Officer	Location	Darwin
Job type	Full time	Duration	Ongoing
Base salary	\$70,000 - \$90,000	Closing date	11.59pm 6 October 2024
Benefits	<ul style="list-style-type: none"> • Generous salary packaging • 6 weeks' annual leave • Relocation assistance, should you be moving to the region 		
Our website	www.aboriginalinvestment.org.au		

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, grant-funded initiatives and other financial assistance. To support this, we have initial capital of \$680 million, which will be deployed and invested under our 5-year Strategic Investment Plan. Our Aboriginal-controlled board share a vision of self-determination, with Aboriginal Territorians at the centre of NTAIC's work.

Position purpose

The Business and Finance Support Officer plays a crucial role in managing financial and business operations, including month-end procedures, accounts payable, procurement, contract management, compliance, banking, system management, and business support. This role ensures accuracy, efficiency, and adherence to organisational policies, contributing to the smooth functioning of financial and administrative processes within the organisation. The position reports to the Financial Controller.

Position responsibilities and key duties

- **Business support:** Provide efficient and effective business systems services including building, travel, fleet management, asset management, email management and responding to daily request and enquiries.
- **Financial operations:** Assist with financial operations including month-end procedures, reporting, accounts payable, and payroll, ensuring all accounts are reconciled, invoices are processed, payments are executed on time, and payroll is accurately administered.
- **Procurement:** Generate and process purchase orders and ensure procurement activities comply with policies and budget constraints.
- **Contract management:** Assist in the management and administration of contracts, monitor compliance with contract terms, maintain accurate contract records, and track contract renewal dates.
- **Compliance with policies and procedures:** Ensure adherence to organisational policies, identify and implement process improvements, and support internal and external audits with accurate documentation.
- **System management:** Monitor system access, generate and analyse reports and assist with system implementation.
- **Process improvement:** Assisting in process improvements and automation, including new financial and business systems integration.
- **Other duties** as directed by the Financial Controller.

Key selection criteria

- **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, payroll systems 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 skills and abilities

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

Qualifications

- Tertiary qualifications in business or finance.

Further information

- The successful applicant must consent to a Northern Territory Police Check of criminal records and intelligence data to confirm they have no significant criminal history record.