



Finance Officer

Department: Corporate

Business unit: Finance

Reports to: Finance Manager

Position level: Level 4

Position context

This position reports to the Finance Manager and is responsible for delivering a range of finance services, including Rates, Accounts Payable, Accounts Receivable, and Payroll. The Finance Officer must comply with Australian Accounting Standards, Local Government financial accounting obligations, and the Katherine Town Council Enterprise Agreement, while also undertaking general administrative duties.

As a key member of the finance team, the Finance Officer demonstrates strong knowledge of financial policies, procedures, and systems, along with excellent communication and organisational skills. The role requires initiative, the ability to manage time-sensitive tasks, and the provision of administrative support and customer service across the organisation.



Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.



Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.



Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

About the role

<p>Position's key responsibilities</p>	<ol style="list-style-type: none"> 1. Undertake day-to-day financial and administrative transactions with a high level of accuracy across financial accounting functions, including accounts payable, aspects of the payroll process, general ledger reconciliations, and the preparation of financial reports, under the direction of the Finance Manager. 2. Ability to plan effectively and prioritise workload in a timely and efficient manner to meet deadlines. 3. Review and reconcile credit cards and supplier accounts 4. Regularly update and communicate with all council staff and finance team members regarding accounts payable and expenditure related issues 5. Prepare and ensure accuracy of all software system financial transactions and records. 6. Provide assistance with financial audits and internal audit / fraud protection procedures. 7. Review, implement and update financial Standard Operating procedures in accordance with Council financial policies, Australian Accounting Standards, Australian Taxation Department and Local Government financial obligations 8. Provide limited accounting software system in-house training as required, make recommendations for improvements and participate in change management 9. Act as a contact for financial queries from internal and external customers. 10. Provide administrative support and undertake ad hoc administrative duties to assist various Departments in delivering their services 11. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.
<p>Organisational responsibilities</p>	<ol style="list-style-type: none"> 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. 2. Provide an enthusiastic, professional and high level of support to all internal and external stakeholders. 3. Facilitate positive and stable relationships with suppliers and stakeholders. 4. Act with sensitivity, confidentiality, courtesy and discretion at all times. 5. Perform and deliver results that align with organisations' strategic direction and serve our community. 6. Work in accordance with Council's Vision and Mission statement. 7. Provide excellent customer service through incoming telephone calls, email and front-counter enquiries.

Level of Responsibility	
Authority & Accountability	Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills
Judgment & Problem Solving	Personal judgment is required to follow predetermined procedures where a choice between more than 2 options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures
Specialist Knowledge & Skills	Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices.
Interpersonal Skills	Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.
Qualification & Experience	<p>Post- secondary qualifications in accounting or related discipline, or a minimum of three (3) years' experience in accounting and financial management or similar field.</p> <p>Demonstrated organizational and time management skills including the ability to work with minimal supervision, performing tasks under pressure and to meet deadlines, while maintaining high level of attention to detail and accuracy</p> <p>Excellent numeracy, analytical and problem-solving skills in a financial management context</p> <p>Demonstrated experience using Microsoft Office Suite applications, particularly Excel, to prepare reports, correspondence and presentations.</p> <p>Demonstrated experience in the use of financial management and accounting software.</p> <p>Well-developed interpersonal and customer service skills with demonstrated experience liaising with a wide range of internal and external clients.</p> <p>Able to meet the inherent requirements of the position both physically and mentally.</p>

Selection criteria	
Essential	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions selection criteria. • Sound written and verbal communication skills. • Experience in Microsoft Office products and packages. • High Level customer service experience. • Experience in positively engaging in a team environment. • Ability to understand various legislations, statutory obligations and Council policies to make informed decisions. • Demonstrated experience and ability to deliver good outcomes • Minimum experience of 3 years in similar or related role • Police Clearance check.
Desirable	<ul style="list-style-type: none"> • Current NT Drivers Licence. • Finance or other related tertiary qualifications. • Previous experience in Local Government role. • Experience with Xero, Approval Max or similar software packages

ACKNOWLEDGMENTS	
Employee:	Date:
Manager/HR:	Date:
Financial delegation	\$tba
Reviewed by:	Manager, People and Culture
Review date:	25 March 2026
Approval date:	26 March 2026
Approved by:	CEO