

Position description

Senior Finance Officer

Position number:		
Directorate:	Finance	
Division:		
Supervisor:	Chief Finance Officer	
Classification:	L10	
Employee type:	Fixed Term / Permanent	Hours of work: 76
Primary location:	Darwin	

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. Situated on the Islands are schools, health clinics, supermarket, airports, community halls and much more. Passage to the islands via daily flights, passenger ferry and barge services from Darwin.

Position Purpose

Play an integral role in ensuring the objectives of the Finance team are met by providing accounting and finance services for the Council.

Primarily responsible for Accounts Payable duties including (but not limited to) purchase order review and validate the matching and invoicing.

Responsibilities

- Maintain the creditor ledger, supplier statement reconciliations and payment run processes.
- Substantiate and post to ledger the processed creditor and debtor invoice details and related transactions in the creditors and debtors' system respectively.
- Liaise with debtors and creditors for the prompt resolution of discrepancies, disputes and queries.
- Prepare reconciliation of subsidiary ledgers, including Accounts Payable & Accounts Receivable to the General Ledger, plus balance sheet accounts.
- Prepare Bank and Credit Card Reconciliations.

- Prepare and review daily, end of month and end of financial year tasks, processes and journals.
- Respond to both internal & external stakeholders' financial inquiries.
- Maintain documentation and filing within procedures.
- Comply with all Workplace Health and Safety Policies and Procedures.
- Perform other duties as directed by the Chief Finance Officer.

Selection Criteria

Essential

- Minimum bachelor's degree in accounting and/or Finance.
- Demonstrated experience in a similar role, with a robust grasp of financial processes.
- Manage Accounts Payable end to end, including supplier invoice processing, payment runs, supplier statement reconciliations, and month-end AP close activities.
- Highly organised and adaptable, with the ability to effectively manage competing priorities while maintaining high standards and demonstrating the capacity to perform under pressure.
- Demonstrated strong attention to detail, commitment to compliance, and the ability to manage confidential information with the highest level of integrity and professionalism.
- Commitment to continuous learning and the ability to provide regular Cross-Functional Support to Accounts Receivable as required.

Desirable

- Experience with ERP Systems.
- Advance Excel