

## **Job Description : Accounts Clerk - Finance**

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<b>POSITION TITLE:</b>	Accounts Clerk - Finance
<b>POSITION NUMBER:</b>	FI006
<b>CLASSIFICATION LEVEL:</b>	CL 4 – CL 5
<b>POSITION LOCATION:</b>	Level 4, 14 Parsons Street, Alice Springs NT 0870
<b>RESPONSIBLE TO:</b>	Senior Financial Accountant/Financial Controller
<b>LAST REVIEWED:</b>	August 2022

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### **KEY FUNCTIONS**

*As a key member of the Finance Section team, contribute to the overall requirements of the Section in preparing reconciliations, processing payments to staff and external creditors, and carrying out other tasks consistent with the broad functions of the Section.*

### **SPECIFIC ROLE RESPONSIBILITIES AND DUTIES**

1. Under limited supervision, carry out a range of accounting duties including (but not limited to):
  - Processing EFTs and cheque payments for purchase orders including invoice matching, queries from suppliers and staff and other associated duties;
  - Processing and reconciling creditor accounts as required;
  - Timely and accurate processing of designated upload journals, EFT file creation, EFT remittances and sundry cheque payments;
  - Processing of staff related matters including travel requisitions (TA) and fringe benefits;
  - Preparation and assistance with paying monies for Member meetings such as Council, Executive, and Regional;
  - Assist with processing of journals, uploads and reconciliations where required;
  - Assist with reporting and review of selected reports, grants and agreements; and
  - Staff debtors - monitoring balances and payment/offset activity to minimise account balances in consultation with the Senior Financial Accountant.
2. Relieve and assist other staff in the Finance Section as required.
3. Assist with general filing.
4. Establish and maintain an effective liaison with other operational sections within the organisation.
5. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff.
6. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training and consistent with the classification structure.

## **MONITORING AND COMPLIANCE REQUIREMENTS**

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from Senior Financial Accountant and Financial Controller.
- Work collaboratively with all other staff of the Finance Section in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the CLC's overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

## **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

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## SELECTION CRITERIA

### ESSENTIAL

1. Interest in learning basic accounting policies and procedures.
2. Ability to give attention to detail and accuracy in recording and inputting of data.
3. Mature and responsible work ethic, ability to work with limited supervision and set priorities to achieve outcomes, as well as to complete allocated tasks within set timelines.
4. Verbal and written communication skills with the confidence to draft (for review) written memos and general correspondence, negotiate and consult with suppliers, staff and the public.
5. Good interpersonal skills, ability to communicate effectively with people generally and with Aboriginal people in particular, and to respond appropriately to people and situations.
6. Motivation and ability to be a contributing member of the Finance team.
7. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
8. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
9. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

### DESIRABLE

1. Experience with Microsoft Dynamics NAV accounting system.
2. Certificate level accounting/business administration education (or a keenness to work towards).
3. Experience working in an Aboriginal or cross-cultural environment.
4. An awareness and understanding of the overall context in which the Central Land Council operates.

### APPROVED COPY

Signed: .....Date ...../...../.....

### UNIT MANAGER

Signed: .....Date ...../...../.....

### GENERAL MANAGER

#### ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)

Employee Signature

Date