

<b>Position Title:</b>	Financial Controller	<b>Position No:</b>	FNCTLR
<b>Position Type:</b>	Permanent Full Time	<b>Classification:</b>	CT
<b>Location:</b>	Darwin, Northern Territory	<b>Reports to Position:</b>	GMBSS
<b>Reports to:</b>	General Manager, Business Support Services	<b>Last Updated:</b>	12.11.21

## POSITION OBJECTIVES

Lead a small finance team and manage finance and accounting operations, including management accounting, financial reporting, budget and forecasts preparation, internal control policies and procedures.

## MAIN DUTIES/KEY ACCOUNTABILITIES

- Manage all accounting operations, including the finance team, and overseeing month-end and year-end close process, ensuring compliance with accounting principles and tax regulations
- Ensure quality control over financial transactions, reporting and analysis
- Develop and coordinate Darwin Port operating budget, financial forecasts and associated on-going reporting and analysis
- Co-ordinate annual audit, liaise with external audits and manage the preparation of timely and accurate annual financial statements
- Research technical accounting issues for compliance and provided solutions to technical accounting issues, ensuring compliance to statutory law, finance, and tax regulations
- Develop and document business processes and accounting policies to maintain and strengthen internal controls and identify areas to improve business efficiencies and reduce costs
- Oversee Financial Systems and external providers of systems management and system upgrades
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time

## QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Current NT drivers' licence</li> <li>• Current MSIC or ability to obtain</li> <li>• Bachelor's Degree in Finance, Economics or Accounting</li> <li>• Professional accounting qualification such as CA or CPA</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification in Finance, Economics or Accounting</li> </ul>

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>Minimum 5+ years previous experience in similar role with senior accounting and finance experience</li> <li>Thorough knowledge of accounting principles and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of legislation, regulations and policies relevant to Darwin Port</li> </ul>

## SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- High level of self-management, professional integrity, discretion and business acumen to manage risks and opportunities
- Apply strategic thinking and initiative and proactively engage in self-directed learning to problem solve and meet objectives
- Well-developed interpersonal and communication skills, with the ability to relate professionally, tactfully and effectively at all levels internally and with external stakeholders in order to achieve company outcomes
- Ability to influence and negotiate outcomes with stakeholders and build and maintain positive working relationships, resolving potential conflicts effectively
- Ability to provide effective leadership, support, mentoring and coaching as required
- Initiate and drive change within the organisation through aligning efforts and resources towards organisational goals, process improvement and removing barriers to change
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards

## VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

*You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.*

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