

POSITION DESCRIPTION

Position Title:	Finance Officer	Position No:	FNOFF
Position Type:	Permanent Full Time	Classification:	DPO EA
Location:	Darwin, Northern Territory	Reports to Position:	FNACT
Reports to:	Financial Accountant	Last Updated:	08.01.24

POSITION OBJECTIVES

Manage the Accounts Receivable function and provide accounting support for Darwin Port, ensuring that all payments are received in a timely manner according to Darwin Port policies and procedures.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Manage the accounts receivable function, in accordance with Darwin Port policies and procedures.
- Liaise with customers effectively to ensure timely collection of monies and provide assistance on account enquiries to external and internal stakeholders.
- Load manual electronic bill payment transactions.
- Complete daily bank reconciliation and prepare journals as part of end of month processing, including reconciling relevant balance sheet accounts.
- Reconcile and prepare monthly Payroll Tax and BAS lodgements.
- Assist with accounts payable and invoicing functions as required.
- Provide support to the Financial Accountant in accounting functions and other financial services, including month and year-end reporting, as required.
- Maintain electronic records in a timely manner to maintain confidentiality as per Darwin Port Privacy Policy.
- Understand and apply relevant Darwin port policies, standards and operating procedures in performing all duties and responsibilities.
- Provide general financial support in the absence of other finance team members.
- 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"> • Current NT drivers' licence • Current MSIC or ability to obtain • Certificate III in Accounts Administration (or equivalent) as a minimum. 	<ul style="list-style-type: none"> • Tertiary qualifications in Accounting, Business or Administration in subjects relevant to this role.
Experience	<ul style="list-style-type: none"> • Minimum of 4 years' experience in a similar role with accounting and finance systems and process in a commercial environment. • Experience in Accounting and/or Bookkeeping, including BAS, FBT, and other taxation reporting. 	<ul style="list-style-type: none"> • Advanced skills in MS Office, especially Excel. • Previous experience using or working with Technology One • Previous experience in working in Port or Marine Environment

EMPLOYEE SIGNATURE: _____ DATE: _____

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SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- High-level understanding in customer record management, AR aging and relevant reporting in commercial environment and ability to deal sensitively and effectively with customers
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy with minimum supervision & proactively engage in self-directed learning
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders
- Well-developed computer skills, to work across a range of systems and software
- Able to identify and meet the needs of stakeholders, manage competing priorities and resolve potential conflicts effectively
- 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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