

Position Description	
<b>Position Title:</b>	Senior Finance Officer
<b>Position Type:</b>	Full-Time, Permanent
<b>Position Level:</b>	SCHADS Level 4-5 dependent upon skills & experience
<b>Location:</b>	Darwin, Northern Territory
<b>Direct Reports:</b>	
<b>Responsible to:</b>	Director of Corporate Services
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>Ability to maintain a current Northern Territory working with children check (Ochre Card).</li> <li>A satisfactory national criminal history check.</li> </ul>

### About Relationships Australia NT

Relationships Australia NT (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background, or economic circumstances.

### Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection, and respectful relationships.

### Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.
Celebrate difference and promote fairness	We embrace diversity and prioritise inclusion, equity and self-determination. We are strong in our commitment to social justice across ages, gender, cultural, and financial differences.
Strive for quality and trust	We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves and best practice, to deliver the best services and programs that we can.

## **Position Statement**

The Senior Finance Officer provides high level financial support, oversight, and guidance to ensure strong financial management across the organisation. The role supports the Director of Corporate Services and holds responsibility for payroll, financial operations, reporting, compliance, and mentoring of finance team members.

The Senior Finance Officer is someone with high integrity, a values driven finance professional who blends technical excellence with empathy, collaboration, and leadership. This person not only ensures robust financial management but also strengthens the organisation's culture, systems, and long-term sustainability.

## **Key accountabilities and deliverables**

### **Financial Operations & Compliance**

- Provide end-to-end- management of payroll operations including processing and ensuring accuracy, compliance with legislation, awards, and organisational policies.
- Timely resolution of payroll related enquiries.
- Prepare and lodge statutory obligations including superannuation, BAS, PAYG and FBT, ensuring compliance with Australian Taxation Office requirements.
- Responsible for accounts receivables function including debt recovery and reconciliation of aged debtors' accounts.
- Demonstrated knowledge of accrual and depreciation journal entries.
- Sound understanding of accounts payable functions.
- Undertake monthly, interim, and year-end- financial processes, including balance sheet reconciliations, account analysis, and variance investigations.
- Prepare financial acquittals and financial management reports.
- Coordinate and prepare documentation for interim and end of financial year audits, acting as a key point of contact for auditors.
- Oversee and maintain organisations asset management function.

### **Financial Systems, Controls & Governance**

- Maintain the integrity, security, and effective operation of the organisation's financial systems, including MYOB, ensuring data accuracy and continuity of service.
- Reconcile funding grants and maintain funding contract records to support compliance with funding body requirements.
- Manage petty cash, cab charges, and associated reconciliations in accordance with internal controls and financial delegations.

- Contribute to the development, review, and continuous improvement of finance policies, procedures, and internal controls, consistent with not for profit and regulatory standards.

### **Budgeting, Forecasting & Organisational Support**

- Assist in the preparation of budgets, forecasts, and financial models, providing informed analysis to support organisational planning and sustainability.
- Support senior management by providing high level financial advice, analysis, and reporting as directed by the Director of Corporate Services.

### **Supervision, Capability & Leadership**

- Provide training, and mentoring to finance team members, contributing to workforce capability, performance development, and knowledge transfer.
- Allocate work, provide technical guidance, and review outputs of finance staff to ensure accuracy, compliance, and timeliness.
- Support a culture of accountability, confidentiality, and continuous improvement within the finance function.

### **Professional Responsibility & Continuous Improvement**

- Handle complex and sensitive financial and employee information with a high level of discretion and professionalism.
- Contribute to business and finance process improvements, identifying efficiencies, risks, and opportunities for enhanced financial management.
- Undertake or participate in finance team, corporate service or organisational wide continuous improvement projects as required.
- Other duties consistent with the scope and seniority of the role as required.

## **Qualifications and Experience**

### **Essential**

- Qualification in commerce, business, or accounting.
- Advanced experience in payroll, MYOB and Microsoft Excel skills.
- High attention to detail and accuracy and ability to handle complex and sensitive information.
- Highly developed communication and interpersonal skills.
- Demonstrated problem-solving and collaboration skills.
- Experience of working in a highly confidential environment.
- Ability to work efficiently under pressure and meet deadlines.
- Willingness to undergo a police check and working with children clearance.
- High level of Knowledge of financial policies, procedures, legislation, and essential accounting standards for not-for-profit organisations.
- Experience in developing and training other team members.

**Desirable**

- Study towards accounting professional certifications (CPA or CA)

**Requirements**

- A satisfactory Northern Territory working with children check.
- A satisfactory national criminal history check.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.

Relationships Australia NT is accredited as a Safeguarding Children organisation with the Australian Childhood Foundation. Therefore, all staff working at RA-NT are required to complete training regarding Safeguarding Children and mandatory reporting upon induction at RA-NT. Staff need to commit to the RA-NT Code of Conduct and all Safeguarding Children related policies.

***Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time.***

**Acknowledgement**

I have read, understood, and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date: