



JOB OVERVIEW

JOB TITLE	Grants and Finance Officer		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Grants and Finance	SALARY	Level 5.1
DIRECT REPORTS		WORKING CONDITIONS	Based in Katherine Regional Office.
REPORTS TO	Funding Manager and Finance Manager	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	<p>This position is split evenly between grants administration and finance.</p> <p><u>Grants Administration</u> Assists the Funding Manager and Program Managers in ensuring all grant provisions are adhered to within the Council. This includes assisting in providing quality reports to funding organisations, identifying non-performance against agreements, assisting with problem resolution, and reconciling expenditure against program requirements (e.g. grant renewals, grant amendments and grant termination).</p> <p><u>Finance</u> Assists the Finance Manager daily operations of accounts receivable, payable including internal invoicing for the Council.</p>
DUTIES AND RESPONSIBILITIES	<p><u>Grants Administration</u></p> <ol style="list-style-type: none"> 1. Administer grant agreements, monitoring and compliance of grant agreements for various grants that may include, but are not limited to, Night Patrol, Sports and Recreation, RIBS and other grant funded programs. 2. Monitor the Grants email account and take action as necessary. 3. Assist in the development and compliance of grant reporting schedule and maintain the Grants Calendar. 4. Keep accurate records of all grants including progress updates, file notes, and ensure records are correctly filed in Magiq, G Drive and hard copy filing system. 5. Coordinate with finance staff to ensure the accuracy of funding provisions. 6. Update Managers on the status of grants. 7. Assist with the implementation and interpretation of related policies and procedures in relation to grants. 8. Assist with the review of grant payment audits. 9. Play an active role in the development and ongoing maintenance of a computer database for the grant management system. 10. May provide direction to key stakeholders and staff, including the Council Service Managers, regarding relevant grant provisions. <p><u>Finance</u></p> <ol style="list-style-type: none"> 11. Assist in the processing accounts payable and receivable transactions in a timely manner. 12. Process cheques and electronic funds transfer.

13. Handle enquiries for the Victoria Daly Debtors and creditors regarding payment and receipts of accounts.
14. Process and reconcile clearing accounts such as Corporate Card, Fuel Card, Centrelink payments.
15. Liaise with and provide support and advise to other members of staff with regards to accounts payable, receivable and clearing accounts.

General

16. Support the Finance Manager, Finance team and Funding Manager where required.
17. Maintain a safe working environment and ensure that relevant Work Health and Safety regulations are adhered to.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS

1. Tertiary qualifications in a related discipline (desirable) or equivalent experience in grant management and/or finance (essential).

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. High level of organisational skills and attention to detail.
2. Strong communication skills, both verbal and written.
3. Demonstrated ability to compile, write and analyse reports.
4. Ability to work with minimal supervision and in a small team.
5. Strong work ethic and personal integrity.
6. Sound knowledge of the principles of Work Health and Safety.
7. Advance computer skills.
8. Previous experience working with Northern Territory and Commonwealth Government funding Agencies.
9. Previous experience in a finance team.
10. Previous experience in the development of a grants reporting schedule.
11. Previous experience in the development of a computer database for grant management system.
12. Knowledge of financial budgets and financial reporting.

OTHER REQUIREMENTS

1. Criminal History Check (Recent within 3 months)
2. A current driver's licence.

PHYSICAL REQUIREMENTS

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.

APPROVED By
TRUDY BRAUN
A/CHIEF EXECUTIVE
OFFICER



DATE
APPROVED

November 2019