

JOB DESCRIPTION

Position title	Accountant		
Position number	38644	Location	Darwin
Designation	Band 3 Admin		
Reports to (position title)	Financial and Management Accounting Manager		
Northern Territory Government			
Information for applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: Click Here		
Special measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, Aboriginal applicants will be granted priority consideration for selection. For more information on Special Measures, go to the OCPE website .		
Information about selected applicant's merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: Click Here		
Organisational context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business. Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are Focus, Integrity, Respect, Safety and Teamwork (FIRST) . We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.			
Employee responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none">• Demonstrates an awareness of the Vision and objectives of the Corporation.• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.• Tracks own performance in line with objectives on a regular basis.• Actively participates in performance reviews and feedback processes.• Remain self-disciplined and calm under pressure.		
Integrity	<ul style="list-style-type: none">• Demonstrate the organisation's values.• Conduct business in line with the values and high ethical standards – considers values in business interactions;• Ensures compliance with legal, governance and policy requirements;• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.		
Respect	<ul style="list-style-type: none">• Takes accountability and responsibility for own actions;• Readily shares knowledge and expertise with others;• Actively supports the team and organisational goals;• Treats change and new situations as opportunities for learning and growth.		
Safety	<ul style="list-style-type: none">• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace;• Develops personal safety objectives;• Challenges unsafe behaviours from team mates;• Monitors and takes ownership of own safety performance.		
Teamwork	<ul style="list-style-type: none">• Helps team mates feel valued and included in discussions;• Places higher priority on team than individual goals;• Shares important or relevant information with team or other affected stakeholders in a timely manner;• Speaks positively of team mates and other employees;• Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.		
Role responsibilities			
You will provide financial services and advice including Annual financial and budget reporting, policy development, reconciliations and submission of the annual business tax return, business activity statements, payroll and fringe benefit tax returns. Your accountabilities include:			

1. Proactively analyse, interpret and report on financial results, forecasts, budgets and performance to targets, communicating identified insights and risks with key stakeholders.
2. Prepare month end accrual journals and assist with the preparation of monthly management reports and external reporting requirements as required.
3. Be responsible for the preparation, calculation and lodgment of monthly Payroll Tax and BAS, along with Annual FBT and Taxable Payment reporting to the ATO.
4. Build processes and procedures with a focus on continuous improvement ensuring compliance with accounting standards and relevant legislation.
5. Prepare or take part in the provision of all internal and external reporting in a timely and accurate manner, including the completion of the Annual Report, Statement of Corporate Intent and Quarterly Forecasting.
6. Update and maintain the Fixed Asset Register.
7. Assist with the development and review of accounting policies and procedures, ensuring consistency with Australian accounting standards.
8. Provide training and support to management, staff and other stakeholders.
9. Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies.

Selection criteria

Essential

1. Demonstrated knowledge and experience in taxation and reporting compliance and requirements in a commercial environment.
2. Demonstrated knowledge of complex accounting concepts and advanced analysis skills.
3. Significant demonstrable knowledge and experience in preparation of complex budgets and analysis of financial reports.
4. A self-starter who will be able to manage their workload and work pro-actively.
5. Strong verbal and writing skills enabling effective communication with senior management across the Corporation, including both operational and financial areas.
6. Demonstrated ability to problem solve and actively improve processes and procedures.
7. Proven skills in the effective use of information technology including a demonstrated skill in the use of accounting software packages and an advanced level of Excel skills.
8. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies.

Desirable

1. Tertiary qualifications in finance/accounting or business together with Membership or eligibility for membership of a primary professional accounting body (CPA, CAANZ) highly desirable.
2. Previous experience in a corporate accounting environment highly advantageous.
3. Familiarity with activity based costing for a number of business units or profit centres.
4. Previous experience in Pronto and developing Cognos reports.

FURTHER INFORMATION

The preferred candidate is required to undertake a pre-employment medical and employment is conditional on the outcome.

Approved	Chief Financial Officer
Closing date	05/01/2026
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfid=336879