

Position Title	Accounts Officer		
Position Number	31099	Location	Darwin
Designation	Band 2 Admin Corporate Services		
Reports To (Position Title)	Accounts Supervisor		
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 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 go to the OCPE website .		
Organisational Context			
<p>Territory Generation is a Government Owned Corporation that was formed in 2014. We produce approximately 1900GWh of electricity a year using gas, diesel and solar technologies 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.</p> <p>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, Teamwork. "FIRST"</p> <p>We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.</p>			
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			
<p>You will provide accounts payable and travel services across Territory Generation.</p> <p>Your accountabilities include:</p> <ol style="list-style-type: none"> 1. Reconciliation and payment of accounts, including providing support, procedural advice and training to staff to enable accuracy of data entry within the Corporation's accounting system. 2. Resolve complex issues associated with ambiguous contract terms, international payments and invoice irregularities and reconciliations. 3. Contribute to the continuous improvement of the accounts payable and accounts receivable processes in an accrual environment ensuring correctness of transactions. 4. Arrange travel, process payments, prepare and process travel allowance claims in a timely manner ensuring full compliance with Territory Generation Travel Policy and Procedures. 5. Undertake analysis, data cleansing and various project work to improve the integrity of the ledger as required. 6. Provide support to Accounts Supervisor with regards payment runs and reporting as required. 7. Engage with all stakeholders to ensure compliance with the Corporation's policies and procedures including those relating to payment terms, financial delegations, compliant tax invoices and the privacy policy. 8. Carry out duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values and strategies. 			
Selection Criteria			
Essential			
<ol style="list-style-type: none"> 1. Sound knowledge and experience in an accounts payable/accounts receivable environment with the ability to train staff across the corporation in accounts related matters. 2. High level of written and verbal communication skills, including the ability to interact effectively and provide support and advice to stakeholders and people of diverse cultures. 3. Demonstrated high level computer literacy, including Microsoft Excel & Word at an intermediate level and significant experience, knowledge and ability in the use of computerised accounting systems. 4. Good analytical and problem solving skills, as well as the ability to undertake reconciliations, develop and prepare reports, implement change and contribute to policy development. 5. Well-developed ability to manage self and others in order to meet deadlines, being flexible, adaptable in an environment of continuous improvement and change. 6. Demonstrated abilities in providing efficient customer service including the resolution of queries and complaints in a professional manner. 7. Proven ability to work with minimal supervision and as a supportive team member. 8. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies. 			
Desirable			
<ol style="list-style-type: none"> 1. Experience and knowledge in the operations of Pronto Software. 2. Previous experience in the use of Travel requisition systems. 			
REVIEW / AUTHORISATION			
HR Review:		Date	
Manager Finance:		Date	
General Manager Finance & Corporate Services:		Date	
Pre-Employment medicals are a requirement for all Territory Generation positions			
Apply online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=214236			
Closing Date: 10/06/2021			