



JOB DESCRIPTION

Finance and Operations Manager

Reports to	Executive Director
Salary	\$112,552.96 - \$121,554.61 plus superannuation (12%) and five weeks leave, plus leave loading
Status	Full time with flexibility for 0.8FTE, 1 year contract
Location	Darwin

THE ROLE

The Environment Centre NT (ECNT) invites applications for the position of Finance and Operations Manager.

The organisation is expanding and taking on new challenges and opportunities, requiring strong financial and administrative management skills.

The Finance and Operations Manager supports the strategic objectives of Environment Centre NT by providing sound financial, compliance, and administrative management. The position is responsible for all areas of financial management including providing accurate and timely financial reports, analysis, and recommendations to assist with effective decision making.

ABOUT ECNT

The Environment Centre NT is the peak environmental organisation in the Northern Territory (NT). We have been working to protect the NT environment since 1983. Our vision is for 'thriving nature and a sustainable future for all Territorians'.

We are the trusted, independent, voice on environmental issues in the NT and we fearlessly hold governments and industry to account in pursuit of our vision. We have expanded rapidly in the last 18 months in response to escalating environmental threats (including the climate and extinction crises).

ECNT acknowledges the Traditional Owners of the unceded lands and waters upon which we work and their role in caring for country for millennia, now, and into the future.

RESPONSIBILITIES

Key Financial Responsibilities

1. Support senior leadership and the Board in the financial management of ECNT, particularly in drafting the organisation's annual budget, and financial reporting forecasting.
2. Assist our external bookkeepers in routine financial operations including payroll and reconciliations.



3. Support the Executive Director, and Campaign Managers to interpret and review finance data and make informed decisions about expenditure and program budgets.
4. Assist the Director, Campaign Managers and Philanthropy Manager to acquit financial aspects of grants and project budgets and prepare for annual audits and project audits where required.
5. Maintain sound financial systems and practices.
6. Work with senior leadership to regularly monitor income and expenditure for the organisation, including individual campaigns and projects, to meet all legislative requirements and contractual obligations.

Support the Executive Director, staff and the Board on office and administrative tasks

7. Implementation and maintenance of office systems to ensure the effective running of the office, including IT backups and archive.
8. Assist the Executive Director with regulatory reporting, insurance and building leases.
9. Assist the Executive Director to organise Board meetings and ensure the correct procedures are followed regarding notification of meetings, distribution of Board papers etc.
10. Supervision and maintenance of all office equipment, supplies and office building generally.
11. Support the Executive Director and leadership in human resource and fundraising tasks.
12. Manage and respond to emails on ECNT's administration and finance email accounts.
13. Ensure WHS regulations and legislation are adhered to.

KEY PERFORMANCE MEASURES

Timely and accurate financial planning, accounting and reporting

- Efficient implementation of routine financial transactions
- Compliance with reporting obligations and legal requirements
- Effective communication with the Executive Director, and leadership team
- Accurate and timely identification and management of risk

SELECTION CRITERIA

Essential



- At least 3 years managing finances in a community group, Indigenous organisation, business or government agency. Experience in budget preparation, interpretation of financial reports and grant acquittals.
- Excellent time management and organisational skills.
- A keen eye for detail.
- Commitment to ECNT's vision for a future in which the NT's nature and communities thrive.
- Excellent interpersonal and communications skills with diverse communities and stakeholders.

Desirable

- Working knowledge of the regulatory environment for environmental NGOs.
- Experience implementing risk management systems.
- Relevant qualifications in accounting or business administration.