Aboriginal Peak Organisations
NORTHERN TERRITORY

Position description

Position	Finance and compliance manager
Salary	$120,000 + salary packaging up to $18,500 p.a. + superannuation + generous leave
FTE	Full time 38 hours per week
Location	Darwin, Northern Territory
Reports to	Program director, sector strengthening

About APONT

The Aboriginal Peak Organisations of the Northern Territory Aboriginal Corporation ICN 10476 (APONT) is an alliance comprising the Aboriginal Medical Services Alliance NT (AMSANT), North Australian Aboriginal Justice Agency (NAAJA), Aboriginal Housing NT (AHNT), NT Indigenous Business Network (NTIBN), Central Land Council (CLC), Northern Land Council (NLC), Anindilyakwa Land Council (ALC) and Tiwi Land Council (TLC). The alliance was created to provide a more effective response to key issues affecting Aboriginal people in the Northern Territory, including through advocating practical policy solutions to government.

A key responsibility of APONT is to ensure the Commonwealth and Northern Territory governments are meeting their commitments to the closing the gap targets and priority reforms.

APONT is committed to:

- strengthening and establishing formal partnerships and shared decision-making
- building the Aboriginal and Torres Strait Islander community- controlled sector
- transforming government organisations so they work better for Aboriginal and Torres Strait Islander people
- improving and sharing access to data and information to enable Aboriginal and Torres Strait Islander communities to make informed decisions.

NTRAI

The Northern Territory Remote Aboriginal Investment (NTRAI) is a partnership between the Australian Government, the Northern Territory Government and APONT. It invests in stronger Aboriginal community control and better outcomes for remote Aboriginal communities.

Through the capacity building and sector strengthening (CBSS) grants program, administered by APONT, NTRAI supports Aboriginal community-controlled organisations (ACCOs) to strengthen their capability, deliver quality services and lead community-driven solutions that reflect local priorities and aspirations.

Aboriginal Peak Organisations Northern Territory Aboriginal Corporation
ICN 10476
9 Rowling Street, Casuarina NT 0810
(08) 7943 2748 or (08) 7943 2767

Position overview

The finance and compliance manager is responsible for ensuring the financial integrity, accountability, and compliance of the capacity building and sector strengthening (CBSS) grants program. The role provides strategic financial management, grant administration, compliance oversight, risk management, and operational support to ensure program funds are managed effectively and in accordance with funding agreements, legislation, APONT policies and the aims of the CBSS grants program and NTRAI.

Working closely with the grants and contract manager and probity adviser, grant recipients, funding partners and external stakeholders, the finance and compliance manager will strengthen financial governance, build the financial capability of funded organisations, and support continuous improvement across the CBSS grants program.

Duties

Financial and grants management

1. Lead the financial management of the CBSS grants program, including budgeting, forecasting, cash flow management and financial reporting.
2. Monitor expenditure against approved budgets and funding agreements.
3. Prepare accurate monthly, quarterly, and annual financial reports for management and funding bodies.
4. Support the preparation of organisational budgets and financial acquittals.
5. Ensure appropriate financial controls and delegated authorities are maintained.
6. Manage financial aspects of CBSS grant agreements from establishment through to final acquittal.
7. Review grant budgets, funding variations, milestone payments, and financial reports submitted by grant recipients.
8. Assess financial viability and compliance of funded organisations.
9. Monitor grant expenditure to ensure funds are used for approved purposes and is consistent with the CBSS grant program guidelines.
10. Coordinate grant acquittals and ensure all financial documentation is complete and compliant.
11. Develop dashboards and performance reports to support informed decision-making.

Compliance and governance

12. Ensure compliance with funding agreements, legislation, accounting standards, organisational policies and regulatory requirements.
13. Develop, implement, and maintain financial policies, procedures, and internal controls.
14. Identify and monitor compliance risks and recommend mitigation strategies.
15. Coordinate internal and external audits and respond to audit findings.
16. Maintain accurate financial and compliance records.

17. Support fraud prevention, conflict of interest management, and ethical governance practices.

Stakeholder management

18. Build effective relationships with funding agencies, auditors, grant recipients and key stakeholders, including APONT members and Aboriginal community controlled organisations in the Northern Territory.
19. Provide financial advice to program managers and executive leadership.
20. Respond to funding body enquiries relating to financial and compliance matters.
21. Collaborate with program staff to ensure financial and program outcomes are aligned.

Other duties

22. Other duties as directed.

Selection criteria essential

1. An in-depth knowledge and understanding of contemporary Aboriginal and Torres Strait Islander political, cultural and economic issues facing Aboriginal people and communities in the Northern Territory.
2. Demonstrated experience in finance, grants or compliance.
3. Strong knowledge of financial controls, compliance and risk.
4. Demonstrated skills in reporting, data collection or outcomes measurement.
5. Proven adaptability and flexibility to work constructively with a diverse team of staff and meet deadlines without supervision.
6. Relevant qualifications in accounting, finance, commerce or a related field.
7. Availability to travel to remote communities, if required.
8. Ability to obtain and maintain a satisfactory working with children clearance (ochre card).
9. A current Northern Territory ‘C’ class drivers licence.

Selection criteria desirable

1. Understanding of the national agreement on closing the gap and the Northen Territory remote Aboriginal investment program.
2. Knowledge of policies, programs and processes of government, government departments and authorities as they relate to Aboriginal people in the Northern Territory.

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