

Position Description:

Program Administration & Finance Officer – Safe on Country Fund

Position title	Administration & Finance Officer – Safe on Country Fund
Program	Strengthening Families and Communities – Safe on Country Fund
Classification / salary	\$99,519 to \$110,953 plus superannuation
Tenure	Full-time, fixed term of 2 years to 30 June 2028 (subject to funding)
Location	Desert Knowledge Precinct, Mparntwe/Alice Springs NT, with occasional travel to remote communities
Reports to	Program Manager – Safe on Country Fund
Direct reports	Nil
Funding source	Australian Government Department of Social Services grant (program-funded position)

About Desert Knowledge Australia

Desert Knowledge Australia (DKA) is a statutory corporation of the Northern Territory established under the Desert Knowledge Australia Act 2003 (NT). Our purpose is to encourage and facilitate learning, research and sustainable economic and social development relating to deserts and arid lands. DKA is governed by a First Nations-majority board appointed by the NT Government for their knowledge of and deep connection to desert Australia. DKA is based at the Desert Knowledge Precinct on Arrernte country, 9kms south of the centre of Mparntwe/Alice Springs.

Find out more about DKA at www.dka.com.au

About the Safe on Country Fund

DKA is administering the Australian Government's Strengthening Families and Communities – Safe on Country Fund in Central Australia: a flexible funding model operating to 30 June 2028 that will on-fund community-led projects to reduce family and domestic violence, strengthen families, and improve safety and wellbeing on Country.

Funding decisions will be led by a Safe on Country Fund Community Panel – a majority Aboriginal committee of the DKA Board, with representation from across the Alice Springs, MacDonnell and Central Desert regions. The program gives practical effect to the National Plan to End Violence against Women and Children and the National Agreement on Closing the Gap, and is delivered in coordination with a Capability Uplift Provider and the Department of Social Services (DSS).

Position purpose

The Administration and Finance Officer is responsible for the operational, governance and financial management systems of the Safe on Country Fund. Working closely with the Program Manager and Grants Manager, the role leads budget monitoring, financial administration, governance processes, compliance

systems, reporting coordination and business operations that support effective delivery of the Fund. The position exercises a high degree of autonomy and judgement in managing program systems, identifying operational risks and contributing to continuous improvement across the Fund.

Key responsibilities

- Coordinate governance and secretariat functions for the Safe on Country Fund Community Panel, including meeting coordination, preparation of papers, governance records management, action tracking, governance registers and implementation of committee decisions, ensuring compliance with governance requirements and organisational policies.
- Lead the planning and coordination of Panel meetings, community engagement activities and program events, ensuring culturally appropriate, accessible and efficient delivery across Central Australia.
- Manage travel, accommodation, sitting fees and operational logistics for Panel members, staff and contractors, ensuring compliance with organisational policies and funding requirements.
- Maintain governance, financial and operational records, registers and information systems to ensure compliance with DKA policies, funding agreements, legislative obligations and audit requirements.
- Manage program administration and stakeholder enquiry processes ensuring timely dissemination of information and referral of applicants to appropriate support services.
- Provide executive and operational support to the Program Manager and Grants Manager, including coordination of reporting deadlines, correspondence, meetings, travel, procurement and key program activities.
- Manage the financial administration framework for the Safe on Country Fund, including oversight of grant commitments, expenditure monitoring, forecasting, acquittals and financial risk management, and provide regular financial advice and reporting to the Program Manager.
- Manage financial administration processes, including procurement, invoice processing, acquittals and expenditure monitoring in accordance with DKA policies and Commonwealth funding requirements.
- Lead coordination of reports, briefing papers, funding documentation and performance reporting for DSS, the DKA Board and the Safe on Country Fund Community Panel.
- Develop, implement and improve administrative, governance and financial systems that support efficient and accountable program delivery.
- Monitor compliance obligations, maintain compliance and risk registers, identify emerging operational risks and recommend or implement corrective actions within delegated authority.
- Provide specialist administrative, governance and financial support to DKA as reasonably required and consistent with the classification level.

Authority and Accountability

- Exercise delegated authority in the management of program administration, finance and operational systems.
- Provide advice to the Program Manager on administrative, governance and financial matters.
- Prioritise and manage competing operational requirements with limited direction.
- Identify, escalate and assist in managing operational and compliance risks.
- Contribute to continuous improvement of business systems and program processes.

Selection criteria

Relevant qualifications in business administration, finance, accounting, governance, project administration or a related field, or significant equivalent experience.

Essential

- Demonstrated experience in financial administration, governance support, business operations and executive support within a complex program, project or organisational environment.
- Experience supporting boards, committees or governance bodies, including preparation of reports, governance documentation and action tracking.
- Demonstrated ability to provide operational, governance or financial advice to managers and coordinate business processes within a complex organisational or program environment.
- Experience arranging travel and events in remote Northern Territory contexts.
- Demonstrated ability to manage competing priorities, coordinate complex operational activities, and deliver outcomes with minimal supervision.
- Demonstrated experience monitoring budgets, processing financial transactions, preparing reconciliations and supporting financial reporting processes.
- Demonstrated ability to interpret and apply policies, procedures, funding agreements and compliance requirements.
- Demonstrated experience developing and improving administrative or business systems and processes.
- Well-developed skills in the Microsoft Office suite and readiness to learn program-specific systems (grants management system, Panel tablets, video conferencing etc.).
- High level of discretion, integrity and confidentiality, including sensitivity in handling information related to family and community safety.
- Demonstrated ability to communicate respectfully and effectively with Aboriginal people, including Elders and community members with varying English literacy.
- Current C class driver's licence and willingness to travel to remote communities, including overnight stays and travel on unsealed roads in a 4WD vehicle.

Desirable

- Ability to speak or understand a Central Australian Aboriginal language.
- Lived experience of, or strong familiarity with, remote Central Australian communities.
- Experience in the domestic, family and sexual violence, community safety, or community services sector.

Special requirements

- Satisfactory National Police Check.
- Completion of a conflict-of-interest declaration and compliance with DKA's Code of Conduct and policies.



How to apply

Applications are to be submitted via the following online form by August 31 2026.

→ <https://wkf.ms/4gfbtZS>

For a confidential discussion about the role, contact Jimmy Cocking, Chief Executive Officer, on 08 8959 6012.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply. DKA values the knowledge, connections and lived experience that Aboriginal people from Central Australia bring to this program.

DKA is committed to child safety and to providing a culturally safe workplace. Employment is subject to the satisfactory completion of pre-employment screening.