

POSITION DESCRIPTION AND SELECTION CRITERIA			
Role Title:	Finance Officer		
Classification:	\$76,000 + super & salary packaging	Date Approved:	14 October 2026
Reports to:	Executive of Corporate Services & Governance	Unit:	Corporate Services & Governance
Award	Clerks Private Award and the individual contract of employment.		
Type	Full-time, ongoing, on-site		

ORGANISATIONAL CONTEXT
Imparja Television is a 100% Aboriginal-owned, independent and not-for-profit commercial television broadcaster based in Alice Springs. Established in 1987 and first going to air in January 1988, Imparja is one of Australia's original Aboriginal television broadcasters and has a proud history of creating opportunities for Aboriginal voices, stories and perspectives. Imparja operates 28 retransmission sites within the Remote Central and Eastern Australia licence area. Its broadcast footprint spans more than 3.6 million square kilometres across six states and territories, reaching more than 200 remote Aboriginal communities and an estimated daily audience of more than one million viewers across wider regional and remote Australia. Imparja also provides satellite capacity for 14 Aboriginal radio services through the Viewer Access Satellite Television service. This role contributes to Imparja's Strategic Plan 2025–2030, supporting the organisation's growth, renewal and continued reach across regional and remote Australia.

PRIMARY PURPOSE AND FUNCTION OF THE ROLE
The Finance Officer is a key position within our organisation, responsible for accounting & finance business processes for both Imparja Television Pty Ltd and Imparja Properties Pty Ltd. Reporting directly to the CEO, the Finance Officer works within our financial services team. Level of Authority Works mainly unsupervised within policies and procedures.

PERFORMANCE INDICATOR	MEASUREMENT
Mission, Vision & Values Alignment	Demonstrates Imparja's values in daily work. Culturally respectful practice; constructive feedback from stakeholders; compliance with approval pathways.
Timeliness & Accuracy of Financial Records	Sales revenue, cash received, and GST recorded accurately and within specified timeframes.
Customer Payment Compliance	Evaluation based on the number of overdue accounts, effectiveness in collecting overdue balances, and achieving debtors' days of 55 days or less.
Efficiency in Account Management	Accuracy and completeness of maintaining customer and agency master file records, including the creation, updating, and reconciliation of these records.
Effective Communication & Resolution	Promptness in resolving customer enquiries and disputes.
Debt Collection & Risk Management	Effectiveness in collecting 60-day plus overdue customer balances, stopping credit on 90-day debtors, and managing delinquent accounts.
Monthly Reporting & Reconciliation	Timeliness and accuracy in closing debtors ledgers, raising and posting General Ledger Journals, and preparing monthly reports.
Team Engagement	Active participation in team meetings, collaboration with colleagues, and contribution to a positive work environment.
Health & Safety Compliance	Adherence to workplace health and safety policies and procedures.

Key Responsibilities

Accounting & Finance business processes for both Imparja Television Pty Ltd and Imparja Properties Pty Ltd.

Accounts Receivable & Credit Management

- Managing customer credit, billing, debt collection, and reconciliations.
- Perform credit account trade reference checks for new customers
- Approve new Credit Account applications
- Set credit limits for customers in MYOB AccountRight and Etere
- Create, maintain customer and agency master file records in MYOB AccountRight and Etere
- Raise quotations (Pro Forma Tax Invoices) in MYOB AccountRight
- Raise non-airtime and airtime tax invoices in Etere
- Raise non-airtime Tax Invoices and Adjustment Notes in MYOB AccountRight and Etere
- Raise Adjustment Notes (Credit Notes) in Etere
- Raise Debtors Adjustment Journals in Etere
- Allocate cash receipts to correct tax invoices in MYOB AccountRight and Etere
- Bank cheques and cash received each day
- Reconcile customer account balances
- Resolve enquiries with customers promptly
- Collect 60-day plus overdue customer balances daily
- Close MYOB and Etere Debtors Ledgers for the current month
- Raise and post General Ledger Journals to transfer transaction totals from Etere to MYOB
- Print and email customer Statements and Tax Invoices
- Reconcile General Ledger accounts: Trade Debtors Control, Etere Receipts Clearing, Prepaid
- Customer Deposits
- Calculate and prepare Debtors Days graph monthly
- Achieve debtors' days of 55 days or less
- Prepare the Overdue Debtors Report
- Liaise between the Accounts and Sales department monthly
- Stop credit on 90-day debtors and release credit stops in Etere
- Write off bad debts approved by CEO or financial services partner/Senior Finance Officer

Payroll and Employee Reimbursements

- In conjunction with the Senior Finance Officer managing payroll processing, salary packaging,
- reimbursements
- Processing payroll on a fortnightly basis ensuring timesheets and leave applications are
- approved
- Process Salary Sacrifice packaging and submit online before the cut-off

- Process expense reimbursements approved by managers/CEO
- Liaising with Human Resources for onboarding new employees

Financial Operations and Reporting

- Broader financial support, bank reconciliations, reporting, and grant compliance.
- Reconciling various bank accounts including corporate business card accounts
- Assisting with preparation and submission of grant acquittals
- Supporting preparation of internal and external reports
- Creating purchase orders and maintaining records of approved orders
- Perform any other duties as requested by the Senior Accounts Officer, senior management and CEO

Previous experience**Essential**

- Significant experience in accounting processes as per the above-mentioned responsibilities
- Demonstrated data entry skills and experience using the Debtors Ledger in an accounting software package and integrated TV media software application
- Demonstrated skills and experience using Microsoft Excel
- Demonstrated skills and experience using Microsoft Word
- Demonstrate a good knowledge of GST legislation
- Demonstrated administrative skills
- Proactive positive attitude
- Effective communication skills

Desirable

- Experience using MYOB AccountRight or similar accounting package
- Experience using a TV media or similar advertising package
- Experience in collection of debts from customers & managing delinquent accounts
- Tertiary/Tafe qualifications in accounting and finance

Education

- Tertiary/Tafe qualifications in accounting and finance.