

Duty Statement

Agency	Legal Aid NT	Work unit	Corporate Services
Job title	Corporate Services Officer	Designation	Administrative Officer 4 (AO4)
Job type	Full time	Duration	2 Year Contract (Ongoing)
Salary	\$75,091 - \$85,611 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	010381	Closing	4pm Friday, 9 January 2026
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

Information for applicants

To be considered for this position, applicants must attach a resume, a statement addressing the selection criteria (maximum 2 pages), and copies of your tertiary qualifications.

Inclusion and diversity

Legal Aid NT values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

About Legal Aid NT

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990* (NT). Our purpose is to ensure that people in the Northern Territory understand their legal rights and that people experiencing disadvantage have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

Primary objective

Under the direct supervision and guidance of the Chief Operating Officer provide advice and support to facilitate the delivery of effective and efficient corporate services to Legal Aid NT.

Key duties and responsibilities

1. Arrange and coordinate all travel bookings in accordance with Legal Aid NT's policies and procedures.
2. Ensure accurate and timely processing of accounts payable, accounts receivable, purchase orders, banking and resolving any related issues
3. Develop and maintain knowledge of LAW Office, particularly in relation to financial processes.
4. Maintain Legal Aid NT's supplies including stationery and office perishables.
5. Develop and maintain a sound understanding of Corporate Services roles and functions, and provide support as required.
6. Receive and respond to telephone, email and face-to-face enquiries in a professional and timely manner.
7. Assist, with Legal Aid NT's vehicle fleet, including new and replacement vehicles and fuel card management, and arrangements for maintenance as required.
8. Confidentiality and appropriate handling of sensitive information.
9. Assist with Reception/switch relief and provide admin relief to other sections, as required.
10. Other duties as reasonably required.

Selection criteria

Essential

1. Demonstrated ability to use initiative to solve problems, manage competing priorities, and meet deadlines.
2. Demonstrated ability to work independently with minimal supervision, as well as collaboratively with people across all sections of Legal Aid and with external stakeholders
3. Ability to maintain confidentiality and exercise sound judgement while operating effectively in a demanding environment.
4. Strong interpersonal, oral and written communication skills, with the ability to engage effectively with a diverse range of clients and stakeholders.
5. Experience using computerised accounting systems, spreadsheets and other IT platforms, with the ability to quickly develop a sound understanding of section specific practices and procedures.
6. Demonstrated experience delivering a broad range of financial services, including accounts payable, accounts receivable, corporate credit card processes, and travel administration.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Knowledge of the Northern Territory Government accounting system.

Additional Position Requirements

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful application must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.