

# Duty Statement

Agency	Legal Aid NT	Work unit	Corporate Services
Job title	Corporate Services Officer	Designation	Administrative Officer 3 (AO3)
Job type	Full time	Duration	2 Year Contract (Ongoing)
Salary	\$68,776 - \$73,898 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	010381	Closing	4pm Monday, 25 May 2026
Contact Officer	Human Resources on 08 8999 3000 or <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		
About the agency	<a href="http://www.legalaid.nt.gov.au">www.legalaid.nt.gov.au</a>		
Apply online	Please submit applications to <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		

## Information for applicants

To be considered for this position, applicants must attach a resume, and a cover letter (maximum 2 pages).

## 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 including responding to queries.
2. Ensure accurate and timely processing of payments relating to travel including managing any travel credits accrued.
3. As required, assist Corporate Services with, but not limited to:
  - accounts payable, accounts receivable, purchase orders, banking and resolving any related issues,
  - the purchasing of goods and services including stationery and office perishables,
  - property and vehicle services in accordance with Legal Aids NT's processes and procedures.
4. Receive and respond to telephone, email and face-to-face enquiries in a professional and timely manner.
5. Undertake other duties as reasonably required, including providing relief to reception/switch and administrative support to other sections as 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.