



Position Description

Title: Finance Officer (Senior)

Permanent Position based on a 38-hour week or as negotiated

Reports To: Deputy Chief Executive Officer (DCEO)

Direct Reports NIL

Location: Primarily based at Councils Administration office and various other venues within the Shire of Laverton.

Classification/Grade:

Within Grade 2/3 of the Councils Enterprise Bargaining Agreement (EBA) - \$60,000 to \$120,000 per annum

Tools provided to the Position

The following tools of trade are available to assist the employee undertake the Finance Officer role:

- Laptop/Desktop

Primary Purpose of the Position

The position's primary purpose is to deliver on the following objective/s:

- To assist with Council's financial and administrative functions as required in an effective and efficient manner in accordance with Council's policies and procedures. Contribute to the timely delivery of financial functions including but not limited to procurement, bank reconciliation, creditors, and debtors etc.

Functional Responsibilities

The position is responsible for Delivery of the following programs and activities:

- Maintaining and updating all debtor and creditor documentation.
- Processing of all debtor invoices and creditors payments.

- Following up debtor statements and outstanding invoices.
- Assist with ensuring financial records are accurate, complete and conform to Councils policies and procedures.
- Assist with maintenance of Council's property Data Base and Rating operations in accordance with the requirements of the Local Government Act.
- Ensure all Council's purchasing meets Council's Procurement Policy and associated legislative requirements.
- Prepare and reconcile bank statements to GL (Bank reconciliation) Municipal and Trust Accounts, Visa Cards.
- Maintain the Council's purchase order system.
- Reconciliation of trust accounts.
- Completion of fuel reconciliation and issue of invoices for the Airport fuel usage
- Completion of diesel fuel rebates returns
- Assist with reconciliation and submission of Business Activity Statement to ATO.
- Assist staff with any queries regarding finance or Synergsoft.
- Assist with Governance matters including Occupational Safety and Health within the Council framework
- Assist with maintenance of Council's Job Costing system.
- Assist in the supply of finance information to Auditors
- Assist in the provision of other administrative support including answering phones, front counter enquiries, hall bookings, dog and gym registrations and other general clerical support duties.
- Undertake all functions within the Payroll suite of duties.
- Attend to the daily banking across council business takings.
- The Employer may direct the employee to carry out such duties that are within the limits of the employees' skills, competencies, and training.
- Complying with occupational safety and health, risk, objectives, and targets
- Contributing constructively to culture of safety and health within the Council.

Functional Capabilities for the role (To be addressed to determine suitability for the advertised position):

- Demonstrated ability to effectively use Microsoft suite of programs with emphasis on Word and Excel.
- Demonstrated ability to constructively contribute to organisational and team outcomes.
- Demonstrated Ability to plan, organise, set priorities, and manage time to ensure objectives are achieved within an agreed timeline
- Demonstrated capacity to communicate effectively both in oral and written form.
- Possess and maintains a current class 'C' Drivers licence
- Possess or be able to attain a Working with Children Check (as and when required)

Key Internal Relationships

Who

- All Council Staff including Councillors

Key External Relationships

Who

- All Laverton Stakeholders including Government Departments and Local Organisations

Performance

Performance will be measured against Councils Values, set criteria as agreed by the Council and employee

Council Values

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of:

Integrity:

We role model ethical, transparent, and professional decision-making and behaviour.

Respect:

We promote diversity, inclusion, consultation, and fairness.

Innovation:

We are future-focused and creative; we embrace technology, risk, and opportunity.

Continuous Improvement:

We strive to be efficient and effective through the development of our structures, systems, and processes.

‘Our Reputation Matters’

Capabilities for the role

The following describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for in all levels of the workforce.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. The next section following denotes the focus capabilities.

Group Capability

- Manage Self
- Display Resilience and Adaptability
- Act with Integrity

Personal attributes

- Demonstrate Accountability
- Communicate and Engage
- Community and Customer Focus
- Work Collaboratively

Relationships

- Influence and Negotiate
- Plan and Prioritise
- Think and Solve Problems
- Create and Innovate

Results Deliver Results

- Finance – within Budget Parameters
- Other duties as required

Assets and Tools

- Technology and Information

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Communicate effectively between all departments and levels to deliver council financial functions within required timeframes

- High level of organisational skills and the ability to prioritize work
- Ability to exercise confidentiality, tact, and discretion.
- Good interpersonal skills including telephone and customer service skills
- High level written and verbal communication skills
- Knowledge & thorough understanding of Council financial Policies and Procedures
- Have the knowledge or ability to acquire knowledge of Council's accounting system
- Sound knowledge of financial procedures
- Desire and ability to successfully complete a relevant qualification.
- Proven work experience as a Finance Officer or similar role.
- Current 'C' Class Drivers Licence.

Group and Capability Level Behavioural Indicators

Personal Attributes

- Takes responsibility for own actions
- Completes tasks the Finance Officer has agreed to on Accountability time
- Is aware of the decisions that need to be referred to the DCEO and acts accordingly

- Takes care of own and others' safety and wellbeing by following safe work practices
- Identifies and speaks up about risks in the workplace

Relationships

- Encourages an inclusive, supportive and co - Work Collaboratively in a team environment
- Shares information and learning within and across teams
- Works well with other teams on shared problems and initiatives
- Looks out for the wellbeing of team members and other colleagues
- Encourages input from people with different experiences, perspectives, and beliefs
- Shows sensitivity to others' workloads and challenges when asking for input and contributions
- Develops strong relationships with all stakeholders

Results

- Takes the initiative to progress work tasks
- Clarifies work required and timeframe available
- Identifies what information/resources are needed to complete work tasks
- Checks own work for accuracy, quality, and completeness
- Completes tasks under guidance, on time and to the required standard

Resources

- Uses a variety of work tools and resources to enhance work products and expand own skill set
- Ensures others understand their obligations to use and maintain work tools and equipment appropriately
- Contributes to the allocation of work tools and resources to optimise team outcomes

Occupational Safety and Health

All workers, including contractors and volunteers are obligated to meet their duty of care by:

- i. Taking care for his or her own safety and health and avoid adversely affecting the safety or health of any other person.
- ii. Complying with safety and health instructions given by the Shire, including the direction to wear personal protective clothing or equipment; and
- iii. Reporting hazards, accidents (injuries) and incidents (near misses) in the workplace and cooperating with any investigations or return to work programs.

I have read and understood the requirements of this position and I accept the duties of the role as outlined in this position description.

Name:

Signed: _____ Date: _____

Position Description Updated December 2020



Remuneration Package

The following is a guide to the remuneration package on offer for the successful applicant and will be negotiated depending on experience and qualifications.

Description/s	Details
Conditions of employment	In accordance with the Councils Enterprise Bargaining Agreement (EBA) 2017 - This EBA is being updated for December 2020
Hours of Duty	"38 hour week to be worked within a spread of twelve hours on any day Monday to Friday..."
Base Salary	Grade 4/3 of the EBA – \$60,000 to \$120,000 depending on qualifications and experience.
Personal Leave	On commencement for full time or part time officers 10 days per annum
Annual Leave	5 weeks per annum based for full time or part time employees
Long Service Leave	After qualifying period
Superannuation	9.5% Occupational superannuation, Council has a matching Policy up to 7%
Motor Vehicle	Not applicable – Minimum C class licence required to drive Council vehicles.
Housing	The Council has housing available or the employee can elect to have their own accommodation and an allowance of \$120.00 per week applies
Mobile and Satellite Phone	Not Applicable
Training and Development	The Council will formulate a comprehensive training program for the successful applicant.