

FINANCE OFFICER POSITION DESCRIPTION



Position Summary

The Finance Officer is responsible for the timely and accurate processing of creditor and other payments and for the provision of various financial/system reports to the organisation. The Finance Officer will provide excellent customer service to internal customers with regard to procurement and purchasing and will provide assistance with the payroll function.

Our core values of Trust, Respect, Innovation and Collaboration represent who we are and what we expect of one another. To work for us, you must be committed to role modelling our core values.

Position Details

Title	Finance Officer
Classification	Band 4
Category and status	Permanent full time
Reports to	Financial Accountant
Supervises	NIL
External relationships	Suppliers/Auditors
Date PD approved	November 2023

Position Key Responsibilities

Accounts Payable	<ul style="list-style-type: none"> Process creditor and other payments ensuring that relevant documentation is received and that GST is appropriately treated. Undertake the administration of the Corporate Credit Card system, including administering the cards and processing the transactions to the ledger. Perform monthly reconciliation of creditor accounts. Provide monthly reports on accounts payable activities.
Financial Reporting	<ul style="list-style-type: none"> Present contemporary financial reports for business decision makers. Provide regular reports on key performance indicators. Provide supplier, account and job number information to allow sound financial decisions to be made and financial compliance is maintained. Ensure the true cost of running services by actively reviewing account allocations.
Internal Reviews / Audit	<ul style="list-style-type: none"> Provide system generated reports to ensure transactions are compliant with applicable standards, processes and best practice guidelines. Provide various reports for audit purposes including internal and external audits and Audit and Risk Committee.
Procurement	<ul style="list-style-type: none"> Undertake the administration of the Procurement system, including ordering, goods receipt and payment process reporting. Provide guidance, support and training to users. Provide monthly reports on procurement activities.
Payroll	<ul style="list-style-type: none"> Provide regular data entry assistance to payroll. Run fortnightly payroll in the absence of the Payroll Coordinator or as directed.

Finance Operations	<ul style="list-style-type: none"> • Provide assistance and back-up to other finance roles as required. • Process fuel issues. • Process Fuel Tax Rebate. • Process stores / gravel issues and reconcile stock accounts. • Perform monthly balance sheet reconciliations. • Assist in the maintenance of asset registers and physical asset and inventory control systems. • Assist with year-end and budgeting processes. • Assist with finance project work.
Other Duties	<ul style="list-style-type: none"> • Other duties as required and within the incumbent's capabilities.

Position Organisational Responsibilities

Leadership	Not applicable
Strategy and policy	Abide by the Council's strategies and policies. Contribute to policy review.
Budget	Assist with year-end and budgeting processes
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may, on occasion, be required to represent Council in a range of forums such as industry networks, government/agency workshops etc.
Risk management	Identify and minimise risk to Council and ensure that all OH&S and risk management obligations are met.
Corporate records	Position is responsible for the accurate and timely storage of Council records, relevant to the position, in Council's record management system.
Legislative framework	Abide by Council's policies and processes to ensure legislative compliance.
Customer Service	Adhere to and promote the Customer Service Charter.
Council values / behaviours	Our core values of Trust, Respect, Innovation and Collaboration represent who we are and what we expect of one another. To work for us, you must be committed to role modelling our core values.
Emergency management	Position may be required to take a role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the accurate and timely payment of invoices and other payments.
Judgement and decisionmaking	The objectives of the work are well defined. Guidance and advice will always be available from the Financial Accountant or Chief Financial Officer. Position has authority to make recommendation on process improvements.
Specialist skills/knowledge	Position requires a basic knowledge of finance processes particularly accounts payable. Sound, contemporary IT skills particularly with the Microsoft suite of products and enterprise financial systems are required. Good organisation and time management skills are essential.
Management skills	Position must be able to manage time, prioritise, organise and plan own work.
Interpersonal skills	Good verbal communication skills are required to liaise with customers and convey financial information to all staff. The ability to prepare reports and to develop procedures is required.
Qualifications/experience	Previous experience working in a finance related area is desirable but not mandatory.

Selection Criteria

Experience	Previous experience working in an accounts payable or other finance related field or demonstrated transferable skills.
Innovative approach	Sound, IT skills and the ability to embrace new ideas to drive process improvement are required.
Interpersonal skills	The ability to work collectively towards a shared goal and exemplary interpersonal skills built on Trust and Respect are essential
Communication	Strong communication skills with a demonstrated ability to liaise with customers and convey financial information to all staff.
Time management	Demonstrated ability to follow established processes and time management.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature:	Date:
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Finance Officer
Altus ECM reference: INT23/7C0290BA
Position Description developed: April 2019
Position Description reviewed: April 2024