



## POSITION DESCRIPTION

**Title** : **SENIOR FINANCE OFFICER**

**Section** : **DIRECTOR OF OPERATIONS**

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### 1. POSITION IDENTIFICATION

**Title:** Senior Finance Officer

**Classification:** Level 9, Local Government Industry Award 2010

**Section:** Director of Operations

### 2. POSITION OBJECTIVES

- Assist the Director of Operations in ensuring that a broad range of the Shire of Coolgardie financial functions are carried out in accordance with legislative and statutory obligations and in a timely and effective manner.
- To provide support and advice to all internal and external customers of the Finance Department.
- Participate in and contribute to the Finance Department to ensure the Departments objectives and performance standards are met.
- Supervise staff and ensure performance criteria are achieved.
- Ensure that customers and staff at the Shire of Coolgardie are assisted in a professional, efficient and courteous manner.

### 3. REQUIREMENTS OF THE POSITION

#### **Essential**

- Working knowledge of Australian Accounting Standards;
- Comprehensive understanding of GST, FBT and other taxation legislation;
- Excellent time management and organisational skills;
- Demonstrated experience in providing excellent customer service skills;
- Exceptional written and verbal communication skills;
- Experience working in a financial/administrative environment with a proven ability to work independently;

- Ability to work within an environment of continuous improvement;
- Ability to lead a team in the financial department;
- Sound understanding of financial and accrual accounting standards;
- Advanced skill level with Microsoft Excel and other data analytic tools;
- Current "C" Class Drivers Licence.
- Pass a pre-employment medical and drug screen
- Provide a satisfactory National Police Clearance

#### **Desirable**

- Sound understanding of the local government legislative framework;
- Previous local government experience;
- Previous experience using Synergy Soft accounting software;
- Tertiary level accounting qualifications or substantial progression towards completion of such qualification.
- Working knowledge of the Local Government Act 1995 and associated regulations relating to property and rating

#### **4. KEY DUTIES AND RESPONSIBILITIES**

- Promote the continuous improvement of the Shire's financial information systems and processes;
- Ensure that grants, self-supporting loan repayments and Council fund recoups are processed, recouped in a timely and effective manner;
- Ensure Council's compliance with FBT and GST legislation and ensure reconciliations are prepared in a timely and effective manner;
- Ensure subsidiary ledgers are balanced to the general ledger on a monthly basis;
- Assist the Director of Operations with the preparation of annual financial statements in compliance with Australian Accounting Standards;
- Assist with the preparation of agenda items
- Assist the Director of Operations to ensure the monthly and quarterly financial reports are prepared for presentation to Council in a timely and efficient manner;
- Assist the Director of Operations in achieving the objectives of the department;
- Comply with the Local Government Financial Management Regulations 1996 and other relevant legislation;
- Oversee the maintenance and control of Council's subsidiary ledgers, plant and job cost ledgers to ensure they balance with respective general ledger controls;
- Maintain the integrity of the chart of accounts;
- Assist in the preparation of various financial documents, including financial reporting to external agencies;
- Working closely with the executive team on the long-term financial plan;
- Develop and maintain a sense of loyalty and team ownership between members of the Department;
- Promptly attend to customer enquiries in a courteous and effective manner;
- Ensure compliance with all relevant legislation, policies and guidelines;

#### **5. GENERAL ACCOUNTABILITIES OF THE POSITION**

Occupational Health and Safety

- Fully understand their OSH responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions. (S. 33 OSH Act).
- Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- One manager and one supervisor from the Shire will participate for a one-year term (rotated annually) on the OSH Committee
- Two additional managers and supervisors from the Shire can attend the OSH Committee as rostered each month as invited guests
- Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

#### Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

## 6. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Director of Operations

**Supervision of:** Finance Officers – Creditors/Debtors

**Internal Liaison:** Director of Operations  
Executive Managers  
Managers and staff  
Finance Contractor

**External Liaison:** Other local authorities  
Council's Auditors  
Residents and ratepayers  
Suppliers  
Government Authorities and departments  
Financial institutions

## 7. EXTENT OF AUTHORITY

This position operates within the limits of Council policy and relevant legislation constraints under the supervision of the Director of Operations.