



POSITION DESCRIPTION

Title : FINANCE OFFICER
Section : OPERATIONS

1. POSITION IDENTIFICATION

Title : Finance Officer
Classification : Level 6 of Local Government Industry Award 2020
Section : Operations

2. POSITION OBJECTIVES

Objectives of Position

- Ensuring that the customers and staff of the Shire of Coolgardie are assisted in a professional, efficient and courteous manner.
- Timely processing of creditors and other finance functions
- Provide efficient financial assistance to the Finance Team

3. REQUIREMENTS OF THE POSITION

Skills

- Exceptional customer service skills
- Experience in computerised financial functions
- Excellent verbal and written communication
- Accurate computer data entry skills
- Understanding of GST and Business Activity Statement preparation (Desirable)
- Ability to work autonomously
- Good numeracy, listening and problem solving skills
- Ability to remain calm under pressure.

Knowledge

- Good understanding of computerised accounting systems
- An understanding of procedures relating to the issuing of purchase orders, the payment of creditors and the raising of debtors invoices.
- An understanding of GST implications and preparation of Business Activity Statements
- Journal entry.
- Practical experience with all aspects of customer service procedures and office administration
- Experience in computerised financial functions.

Qualifications / Experience

- Thorough working knowledge and experience of all work procedures or administrative skills which may include extensive knowledge and skills gained through on the job training.
- Experience in keyboard and data entry
- Experience with creditors and/or other finance experience
- Understanding of SynergySoft (desirable)
- Understanding of GST implications and preparation of Business Activity Statements
- Experience in general office procedures
- Experience with the use of Synergy Soft software (Desirable)
- Previous Local Government experience in a similar role is desirable
- Ability to deal with the public and staff efficiently and courteously.

4. KEY DUTIES AND RESPONSIBILITIES

- Managing accounts payable including processing invoices, purchase orders, checking required authorisations, correct allocation of GST and payment of accounts in a timely manner.
- Respond to suppliers queries and issues including and reconciliation of accounts and monthly statements.
- Assist with the preparation of management and financial reports
- Process Councillor payments and allowances
- Provide efficient financial assistance to the Finance Team
- Be willing to learn all aspects of payroll and preparation of a payroll run in the absence of the payroll officer.
- Develop harmonious relationship with all internal and external customers
- Take initiative to attend to existing or potential customer and staff needs
- Undertake all duties with reference and according to the Shire of Coolgardie's policies and Code of Conduct
- General administrative and finance duties as required which may include, but not limited to compliance functions, disposal of records, maintenance of electronic and paper based records of the Shire
- Undertake any other duties as required.

5. GENERAL ACCOUNTABILITIES OF THE POSITION

Occupational Health & Safety

- To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at workplaces.
- Proactively comply with all Shire OSH Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA OSH Act 1984, OSH Regulations 1996, all other relevant Regulations, Codes of Practice and Australian Standards.
- As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the OSH Act.
- Must report to their manager, supervisor, OSH Representative, HR and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- Actively promote and participate in the Work Injury Management Program
- Participate in and where possible provide leadership for 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: Senior Finance Officer

Internal Liaison: Chief Executive Officer
All Staff

External Liaison: Members of the public
Debtors and Creditors of Council
Rate Payers

6. EXTENT OF AUTHORITY Nil

UPDATED :	DECEMBER 2022
APPROVED BY :	CHIEF EXECUTIVE OFFICER