



POSITION DESCRIPTION

SENIOR FINANCE OFFICER

Location	Shire Administration Office
Department	Corporate Services
Salary	Local Government Industry Award 2020
Reports to	Executive Manager of Corporate Services
Supervision of	Finance and Customer Service Officer, Customer Service/ Admin Officer and Cleaners.
Revision	4
Date	8 th July 2021

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Graeme Fardon	CEO	Update	18/7/2018	
Nathan Gilfellon	EMCS	Update	24/2/2020	
Nathan Gilfellon	EMCS	Review	02/02/2021	
Leah Horton	EMCS	Review	08/07/2021	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Chief Executive Officer, Council.

Operationally this position reports to the Executive Manager Corporate Services (EMCS).

1.2 Supervision of: -

Finance and Customer Service Officer, Customer Service/ Administration Officer and Cleaners.

1.3 Internal and External Liaison: -

Internal

- Councillors
- Chief Executive Officer
- Council Staff.

External

- Employer Organisations
- Government Departments
- Creditors/Debtors
- Council Contractors
- Residents and Ratepayers
- General Public.

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. POSITION OBJECTIVES

3.1 Objectives of Position

Employee to work closely with Administration and Works Staff to ensure that Council's accounting / clerical functions are undertaken accurately, efficiently and in a timely manner in accordance with Legislation and Council Policy.

3.2 Within Section

Maintain and process all relevant accounting, costing and personnel records/data to ensure compliance with the Local Government Act, Regulations and Council's Recordkeeping Plan.

3.3 Within Organisation

Liaise with other Council employees to achieve efficient management of the accounting function.

To provide a high level of quality customer service to internal and external customers of the Shire.

4. KEY DUTIES / RESPONSIBILITIES

- 4.1 To Manage the Customer Service/ Finance Team and to provide support when required as a backup to front counter or phone activities
- 4.2 Manage cash handling Procedures and check and certify end of day balances of the Receipting Function
- 4.3 Manage administration of matters relating to the Department of Transport Licensing Systems and processes

- 4.4 Payroll Management
- (a) Undertake all facets of the Payroll System including timesheet processing, maintaining and processing leave entitlements, fringe benefits tax, superannuation, employee records and Award interpretations.
 - (b) Reconcile Payroll system balances on a fortnightly basis.
 - (c) Attend to all matters relating to the WA Superannuation Plan and other employee Superannuation Funds including monthly returns.
 - (d) Process Workers' Compensation Claims.
- 4.5 Assist when required with Council's Rating Functions including:
- a) Maintain Council's Rate Book, Valuation Register and Electoral Roll.
 - b) Rate Modelling and Raising and Issuing of the Council Rate Notices.
 - c) Assist with rates enquiries and payment plans, Property Settlement statements, debt recovery and processing pensioner applications.
 - d) Ensure regular written requests are made to the Valuer General's Office seeking the revaluation of properties that have been built, altered or subdivided / amalgamated.
 - e) Follow up outstanding Rates Debtors.
 - f) Prepare general correspondence on matters relating to his / her areas of responsibility and ensure all are answered promptly.
 - g) Reconciliation of the Rates Ledger.
- 4.6 Reconciliation and processing of corporate credit card expenses.
- 4.7 Reconciliation of Borrowings, Bonds, and any other items required.
- 4.8 Manage BAS and FBT processes and reporting requirements.
- 4.9 Reconcile Bank Statements to Council's General Ledger - to be presented to, reviewed and Certified by EMCS.
- 4.10 Assist with the preparation the Monthly Financial Statements, in conjunction with the EMCS.
- 4.11 Ensure that all financial and related policies and procedures are complied with.
- 4.12 Provide support and monitoring for Accounts Payable and Receivable functions.
- 4.13 Produce reports, correspondence and spreadsheets in a timely and accurate manner.
- 4.14 Assist the Executive Manager of Corporate Services with the maintenance of the Computer Systems (including Software packages) to ensure that the System is effective and current.
- 4.15 Assist the Executive Manager of Corporate Services with annual interim and financial audits.
- 4.16 Other duties as directed by the Chief Executive Officer or Executive Manager Corporate Services.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Educational Qualifications (Certificate IV or higher in Financial Management or equivalent experience in finance/accounts receivable functions)	✓	
Drivers Licence "C" Class - Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Developed Payroll Processing experience (Synergy Soft accounting software is used by Council)	✓	
Developed knowledge on all facets of Council Rating Procedures		✓
Understanding of Debt Collection Procedures		✓
Prior experience in an Office environment, with attending to the public in person and on the telephone.	✓	
Prior experience in cash handling and banking.	✓	
Experience working with a computer system, spreadsheets and accounting software.	✓	
Prior experience in Department of Transport Licensing matters		✓
Developed knowledge of Creditors and Debtors systems.		✓
Developed knowledge of costing systems.		✓
An understanding of the functions of Local Government and its relationship with its Community as well as its relationship to Federal and State Governments.		✓
Knowledge of record keeping requirements of Local Government		✓

Personal and Communication Skills	Essential	Desirable
Well-developed numerical, written and verbal communication skills with ability to exercise discretion and maintain confidentiality	✓	
Proven interpersonal and customer service skills.	✓	
Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.	✓	
Ability to communicate at all levels of the organisation and with all sections of the community	✓	
Effective leadership skills and ability to work efficiently with minimal supervision, both as an individual and as a team member.	✓	

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire’s OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire and legislative requirements report any hazards, incidents or near misses in a timely manner.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Examination and current National Police Clearance Certificate will be required by the successful applicant. (Pre-Employment Medical Examination at Shire's Cost).

It is advised that no formal Offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Code of Conduct for Elected Members and Employees prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full-Time	Permanent
Hours of Work	80 Hours per fortnight, accruing 4 Hours RDO a fortnight	
Level	Level 5	
Salary / Current Wage	\$65,000 to \$75,000 per annum	
Council Loyalty Scheme	Applies to this Position	
Superannuation	10.00% Employer Superannuation Guarantee Contribution.	
Probation	Three (3) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually - to be undertaken by the EMCS	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.	
Job Location	Quairading, Western Australia, 6383.	

Name of Employee

Signature

Date

Supervisor Name

Signature

Date