



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Finance Officer (Accounts Support)**

REPORTS TO: Financial Operations Accountant

DIRECTORATE: Corporate & Community Services

BRANCH: Finance

CLASSIFICATION: Grade 5

STAFF: Nil

CONTACTS: **Internal**
General Management and staff at all levels

External
Customers and Suppliers
Government Departments
Financial Institutions
Contractors
Community Organisations
Commercial Enterprises

POSITION OBJECTIVE:

To efficiently complete an extensive range of accounting support tasks within Council's Finance team.

ORGANISATION VALUES:

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Administration

- Reconciliation of Councils purchasing card system.
- Processing and reconciling of agency staff invoices.
- Weekly reconciliation of subsidiary ledgers to the bank account, such as Swimming Pools, Paid Parking, Resource and Recovery Centre, Caravan Parks.
- Assist when required with the input, processing reconciliation and monitoring of debtor invoices through Council's Accounts Receivable system.
- Monitor and maintain outstanding requisitions and purchase orders.
- Complete the month end procedures for both Accounts Payable and Accounts Receivable (requires working outside of normal business hours).
- Assist when required with the input and update of accounts payable invoices through Council's Accounts Payable system in an accurate and timely manner.
- Respond effectively to enquiries from suppliers in regards to accounts payable and accounts receivable.
- Cover various roles in times of leave such as:
 - the processing of weekly and monthly payment runs for creditors.
 - completing Accounts Receivable tasks
 - general reconciling of Council's main bank account
- Provide other assistance if required by the Financial Operations Accountant to other areas of Finance.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

TAFE qualifications in Accounting, Business, Administration or another relevant field or equivalent demonstrated experience.

EXPERIENCE:

Experience with Accounts Receivable, Accounts Payable and Reconciliations.

KNOWLEDGE:

Working knowledge of accounts payable, accounts receivable, purchasing and journals.

COMPETENCIES:

Demonstrated ability to:

- Input and process data for accounts receivable, and accounts payable.
- Be fast and accurate at data entry - particularly numerical.
- Have excellent interpersonal skills with the ability to provide professional and courteous customer service to both internal and external customers.
- Organise workload and duties to meet set schedules and deadlines, with the ability to multi task including working out of normal business hours when required.
- Reconcile accounts and sub ledgers, and interpret financial reports.
- Be proactive with regards to system improvements.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Effectively use information technology.

SELECTION CRITERIA

Essential Criteria

- TAFE qualifications in Accounting, Business, Administration or another relevant field or equivalent demonstrated experience in an accounting environment including processing accounts receivable, accounts payable.
- Experience reconciling all types of accounts.
- Fast and accurate data entry skills – particularly numerical.
- Sound organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Solid interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Be a team player – proven ability to contribute to a hard working team with humour.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint)
- Current Drivers Licence

Preferred Criteria

- Demonstrated knowledge and/or experience of the Local Government environment.
- Sound knowledge of local government specific software in relation to accounts payable and accounts receivable and General Ledger enquiries.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Financial Operations Accountant

SIGNATURE:
