



# BYRON SHIRE COUNCIL

## POSITION DESCRIPTION

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

**REPORTS TO:** Financial Operations Accountant

**DIRECTORATE:** Corporate & Community Services

**BRANCH:** Finance

**CLASSIFICATION:** Grade 5

**STAFF:** Nil

<b>CONTACTS:</b>	<b>Internal</b>	<b>External</b>
	General Management and staff at all levels	Customers Residents and Ratepayers Consultants Contractors Government Departments Community Organisations Commercial Enterprises

**POSITION OBJECTIVE:**

To ensure that Creditor accounts and other payments are settled within payment terms and in accordance with Council policy.

**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 Management**

- Process (including data entry) and monitor accounts payable to ensure that payments are made in accordance with Council policy.
- Balance listing of outstanding accounts to General Ledger control accounts.
- Maintenance of Accounts Payable masterfile data in accordance with Council policy and procedures.
- Ensure that loan and other recurring payments are made prior to the due date.
- Liaise with Council creditors regarding account enquiries.
- Complete the month end procedures for both Accounts Payable and Accounts Receivable (requires working outside of normal business hours).
- Assist in the development and periodical maintenance of Accounts Payable procedures to remain current.
- Co-ordinate and process the Annual Stocktake of Council's store (requires working outside of normal business hours).
- Maintain purchasing orders and requisitions as required, including expedition of purchase orders.
- Answer Internal Accounts Payable and Purchasing enquires.
- Provide other assistance if required by the Financial Operations Accountant to other areas of Finance such as Accounts Receivable.

**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:**

- Solid experience in an accounts payable work environment.

**KNOWLEDGE:**

- Excellent knowledge of accounts payable and purchasing procedures and practices.

**COMPETENCIES:**

Demonstrated ability to:

- Process accounts payable in an efficient, timely and accurate manner
- Understand purchasing processes.
- Have excellent interpersonal communication skills with the ability to provide professional and courteous service to both internal and external customers
- Work unsupervised, and to apply time management skills to meet regular set deadlines including working out of normal business hours when required
- Apply basic accounting principles
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- 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 knowledge and significant practical experience in accounts payable and purchasing.
- Experience in other accounting functions – Accounts Receivable, Reconciliations.
- Demonstrated understanding of basic accounting principles.
- Demonstrated ability to work effectively and contribute constructively to a team environment.
- Demonstrated ability to work unsupervised, and to apply time management skills to meet regular set deadlines.
- Solid 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.
- 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)
- 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 receivable.
- Commitment to and understanding of process improvement and sustainability principles.

**PRESENT OCCUPANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SUPERVISOR:** Financial Operations Accountant

**SIGNATURE:** \_\_\_\_\_