



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Finance Officer		
<b>Position Number:</b>	126 / 3011	<b>Standard Position Hours:</b>	35 Hours
<b>Group:</b>	Corporate and Community Services	<b>Unit:</b>	Financial Services
<b>Salary Grade:</b>	3	<b>Award Band and Level:</b>	Band 1 Level 4
<b>Position Reports to:</b>	Finance Team Leader		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	2 November 2015	<b>Date Last Reviewed:</b>	26 September 2017
<b>Version:</b>	1	<b>Document Number:</b>	DOC2014/038496

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The Finance and Administration unit is responsible for the co-ordinated integration of Financial Reporting, Integrated Planning and Reporting and Corporate Governance services to the organisation, including the development and oversight of key organisational strategic documents, driving an integrated framework and provision of corporate support and governance functions for the organisation.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Provide advice and support within the Financial Services Unit of Council in order to assist in the delivery of the key objectives of Council's Strategic Plan relating to Council's financial activities;
- Contribute to a constructive and customer focussed team environment; and
- Provide operational support in relation to accounts payable and accounts receivable.

## KEY ACCOUNTABILITIES

1. Provide effective customer service in a timely, courteous and professional manner including telephone and counter enquires and answering correspondence.
2. Support the Senior Finance Officer to control and maintain the creditors and debtors master files, and the month end tasks as required.
3. Perform all functions in relation to accounts payable including, but not limited to, preparation and processing creditors invoices, review and follow-up of creditor statements, matching to goods receipt documents and ensuring that all invoices are appropriately authorised in accordance with approved Council delegations and policies.
4. Ensure payments are completed in accordance with Council's adopted policies and procedures.
5. Perform all functions in relation to accounts receivable including, but not limited to, preparation and processing invoice requests, issuing, review and follow-up statements, and ensuring that all invoice requests are appropriately authorised in accordance with approved Council delegations and policies.
6. Maintain, reconcile and reimburse the petty cash float.
7. Process and reconcile corporate credit and fuel cards.
8. Support the Operations Accountant as required to improve business processes.
9. Provide the Financial Services unit with Business Support functions including, but not limited to, preparation of correspondence, electronic filing and preparation of finance working papers.
10. Provide input into the development and review of Council policies and procedures particularly in regards to accounts payable, receivable, debt recovery and similar policy.
11. Any other accountabilities or duties as directed which are within the limits of the employee's skill, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Certificate III in accounting, financial management, business management or other related discipline or demonstrated sound experience in a similar role.
2. Demonstrated experience in an accounting environment with experience in accounts payable and/or accounts receivable.
3. Demonstrated high attention to detail and accuracy, and the proven ability to accurately review own work.
4. Demonstrated organisational skills, with the proven ability to prioritise and manage multiple tasks and complete work within agreed timeframes and team goals.
5. Demonstrated sound written and verbal communications skills including the ability to communicate with a range of stakeholders, both internal and external.
6. Demonstrated ability to work both independently and in a team, fostering an environment based on teamwork and cooperation.
7. Demonstrated ability and commitment to providing superior customer service.
8. Sound computer skills, with demonstrated experience in the use of Microsoft Office, computerised accounting systems, and electronic document management systems.

### Highly Desirable

1. Demonstrated knowledge and experience using Civica Authority, in particular the Accounts Payable and/or Accounts Receivable modules.
2. Previous Local Government experience.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: