

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Senior Finance Officer		
Position Number:	126	Standard Position Hours:	35 Hours
Group:	Corporate and Community Services	Unit:	Financial Services
Salary Grade:	5	Award Band and Level:	Band 2 Level 1
Position Reports to:	Finance Team Leader		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	2 November 2015	Date Last Reviewed:	4 May 2022
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 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;
- Ensure Councils Masterfile's for finance functions are maintained in accordance with legislation; and
- Ensure the timely processing of invoices and the development, implementation and monitoring of appropriate processes, procedures and team work.

KEY ACCOUNTABILITIES

1. Provide effective customer service in a timely, courteous and professional manner including telephone and counter enquires and answering correspondence.
2. Control and maintain the creditors and debtors master files, and the month end tasks.
3. Perform all functions in relation to accounts payable including, but not limited to,
 - Preparation of Council's weekly electronic payment file to creditors adhering to payment terms ensuring that payments are completed in accordance with Councils adopted policies and procedures.
 - Preparation and processing creditors invoices
 - Review, action and follow-up on all creditor statements
 - Matching to goods receipt documents and ensuring that all invoices are appropriately authorised in accordance with approved Council delegations and policies.
 - Ensure customer service requests and incoming correspondence are actioned and responded to in accordance with Council's service level standards.
 - Ensure finance requests are processed and completed accurately within established time-frames
 - Support junior staff to improve their performance and productivity
4. Provide operational support in relation to accounts payable and accounts receivable to all stakeholders across Council
5. Reconciliation and processing of payments from Council's collections agencies, Bpay, Direct Debits and bank reconciliation processes.
6. Perform all functions in relation to accounts receivable including, but not limited to, preparation and processing invoice requests, issuing, review and follow-up statements, follow up of outstanding invoices and ensuring that all invoice requests are appropriately authorised in accordance with approved Council delegations and policies.
7. Preparation of monthly reconciliation reports on the operations and financial position of the revenue section, including:
 - Reconciling the creditors' subsidiary ledger to the general ledger
 - Review unrepresented cheques and ensure follow-up action occurs to minimise delays in presentation at the bank.
 - Reconciling the Debtor's subsidiary ledger to the general ledger
8. Maintain, reconcile and reimburse the petty cash float, corporate credit cards and fuel cards
9. Ensure payments are completed in accordance with Council's adopted policies and procedures.
10. Support the Management Accounting Team as required to improve business processes, reporting, reconciliations and ensure the ongoing integrity and structure of the General Ledger and Job Cost Ledger.
11. 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.

12. Provide input into the development and review of Council policies and procedures particularly in regards to accounts payable, receivable, debt recovery and similar policy.
13. 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 IV in accounting, financial management, business management or other related discipline or demonstrated extensive relevant experience in a similar role.
2. Demonstrated strong experience (minimum 5 years) 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 excellent organisational skills, with the proven ability to prioritise and manage multiple tasks and complete work within agreed timeframes and team goals.
5. Demonstrated sound interpersonal, written and verbal communications skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
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.
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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.
3. Demonstrated experience in training and mentoring others.

SIGNATURE

Employee

Full Name:

Signature:

Date: