

Position Description

Finance Officer (Treasury)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: February 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 7 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Corporate and Governance
Section:	Finance and Supply
Team:	Financial Accounting
Work base:	Grafton
Position responsible to:	Assistant Financial Accountant (Reporting/Assets)
Level of support and supervision:	Moderate
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	Most Council Sections
External contacts:	Low level contact with public and organisations. Moderate level contact with ratepayers.

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Frequent sitting for long periods

Purpose of the position

Responsible for the reconciliation of Council's bank accounts.

To provide support for the treasury function of Council.

To provide support to the broader Finance and Supply Service of Council.

Major duties and responsibilities

Undertake the reconciliation of Council's bank accounts twice per week except when rates instalment notices are due which then requires reconciliation on a daily basis for the period 2 business days either side of the rates instalment due date.

Assist the Assistant Financial Accountant (Assets/Reporting) with monitoring Council's cash flow requirements.

Responsible for receipting all direct deposits to Council's Bank Account.

Follow up all outstanding Council cheques prior to them becoming stale and take necessary action.

Follow up the recovery of dishonored cheques and ensure items are accurately accounted for through Council's general ledger in a timely manner.

Assist with the monthly reconciliation/reporting and processing of investment income in Council's general ledger.

Coordinate reconciliations of Council's Petty Cash Floats.

Responsible for the monthly reconciliation and processing of caravan park camping and accommodation fees into Council's general ledger.

Process journals to correct project costings as advised by Management Accountants.

Responsible for providing internal audit function for Council's cash receipting locations to ensure all payments to Council are appropriately receipted and accounted for.

In consultation with the Coordinator Business Solutions and Financial Accountant test all Finance One system upgrades that impact on the Bank Reconciliation Module and confirm acceptance of these enhancements prior to upgrade being implemented in Finance One Production database.

Provide relief for Finance and Supply Section staff as prioritised by Manager Finance and Supply.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate IV in finance/accounting; **or** equivalent relevant industry experience

Essential selection criteria

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in a finance or accounting related position

Position related skills

Demonstrated data analysis skills (e.g. in relation to bank reconciliations and other third party data files and downloads)

General computer literacy in email and internet programs and Basic proficiency in Microsoft Word and Intermediate Excel

Demonstrated well developed written and verbal communication skills

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Degree qualification majoring in accounting

Demonstrated understanding of process analysis

Experience

Demonstrated experience in Local Government accounting

Demonstrated ability to interpret and implement legislative requirements of the position

Demonstrated experience in managing the investment of surplus funds with Financial Institutions

Position related skills

Advanced proficiency in Microsoft Excel, and Intermediate proficiency in Word

A sound knowledge of and demonstrated experience in the implementation of GST Legislation

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Generic performance requirements

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date
Employee

Signed: Date
Senior Coordinator People, Culture and Safety