

# Position Description

## Finance Officer (Accounting)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** October 2017

### 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 3 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 8 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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### Organisational relationships

Directorate:	Corporate and Governance
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Section:	Finance and Supply
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Team:	Reporting/Assets
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Work base:	Grafton
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Position responsible to:	Assistant Financial Accountant (Reporting/Assets)
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Level of support and supervision:	Moderate
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Level of personal management	High
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Level of teamwork required:	High
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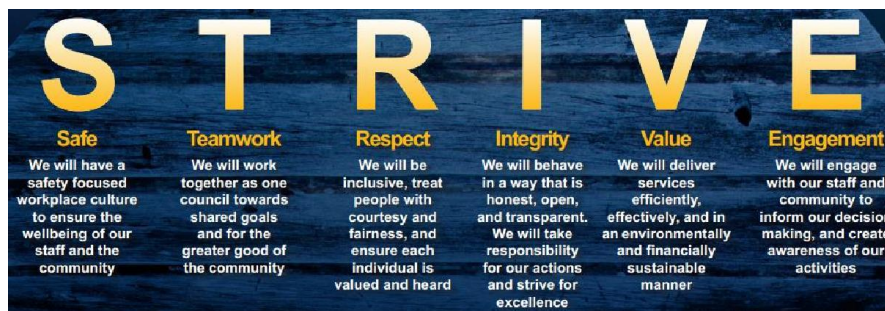
Supervision of staff:	N/A
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Internal contacts:	All Sections within Council
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External contacts:	Contact with the public and organisations. Moderate level contact with Council suppliers
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## Vision, mission and values

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



## Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

## Purpose of the position

To ensure the integrity of Council's general ledger through the undertaking of various ledger reconciliations and payment of monies held on behalf of external organisations.

To ensure that Mastercard payments and sundry creditor payments are paid accurately and in a timely manner.

To assist with completion of annual financial accounting compliance requirements such as, but not limited to; updating Fees & Charges Register and Financial Assets Register.

## Major duties and responsibilities

Reconcile on a monthly basis all internal transactions within Council's General Ledger and subsidiary ledgers.

Oversee Security Deposits, Bonds and monies held in trust (including unclaimed monies).

Undertake monthly reconciliation of the Companion Animals Register and payment of monies collected to the Office of Local Government.

Undertake monthly reconciliation of Long Service Levy payments and payment of monies collected to Long Service Corporation.

### Major duties and responsibilities

Ensure that all Council's Corporate Mastercard payments are appropriately authorised and documentation submitted to enable payments to be costed to Council's general ledger in a timely manner following receipt of the monthly statement.

Assist Assistant Financial Accountant (Compliance/Processing) to ensure that sundry payments are accurate and paid in a timely manner, i.e. Holiday Park, Pool Contractors, loan payments, utility and fuel invoices.

Facilitate the payment of gravel royalties from Council's quarry operations.

Complete and lodge Council's Fuel Tax Credit Returns on a monthly basis.

Assist the semi-annual stocktake of all Council stores and ensure that stock variances are investigated and where necessary, written off, and forward the stocktake report to the Manager Finance and Supply for authorisation.

Ensure all stocktake reports are filed and available for review by Council's Finance staff and external auditors.

Undertake quarterly review of Councillor Expenses and prepare Councillor Expenses information for the Annual Report.

Assist the Financial Accountant with the completion of Council's Annual Financial Reports.

Assist with the maintenance of the Fees and Charges Register.

Assist with the processing of Asset Accounting Data.

In consultation with the Quarry and Airports Coordinator assess gravel stocks on hand at 30 June each year and report stock balances for end of year audit.

Prepare required documentation/reconciliation of Plan First Fee for Annual Audit.

Prepare annual financial statements for Section 355 Committees.

Undertake reconciliation of the Voluntary Planning register.

### 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

TAFE qualifications in Accounting or related discipline; **or** equivalent relevant experience

#### Licences/tickets, clearances, membership

Current Driver's licence

#### Experience

Demonstrated experience in an accounting or finance related position

Demonstrated understanding of computerised accounting systems

**Essential selection criteria****Position related skills**

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

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

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**

Tertiary qualifications in Accounting or a related field

Demonstrated understanding of stores/inventory management systems

Demonstrated understanding of accounts payable and purchasing procedures

**Experience**

Demonstrated experience in Local Government accounting

A sound knowledge of and demonstrated experience in compliance with the GST Legislation

**Position related skills**

Intermediate proficiency in Microsoft Word and Excel

Ability to interpret and implement legislative requirements of the position

**Other features of this position may include**

May be required to work from Council's Maclean office from time to time

**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.

**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 .....  
*Manager Human Resources*