



POSITION DESCRIPTION

Our Values



Position title:	Finance Officer
Section:	Finance
Position Reports to:	Financial Accountant
Band and level:	Band 2 Level 1
Salary grade:	Grade 7
Staff management:	Nil
Budget responsibility:	Nil

Primary function of the role:

The Finance Officer is responsible for ensuring the timely and accurate processing of creditors, and debtors.

This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

Person Description

The right person for this role will:

- Be self-motivated, proactive, observant, and aware
- Be a team player willing to help and not afraid to seek help
- Be logical, have an eye for detail, with excellent time and task management skills
- Be understanding of the need for confidentiality
- Have a genuine customer service focus
- Embody Council's values
- Have a drive for improvement
- Have personal integrity and take responsibility

The Finance Officer:

- Will contribute to the efficient and effective financial management of Lismore City Council.
- Will contribute to the development, implementation and achievement of the Finance Department's goals and objectives.
- Will undertake tasks within the skills, qualifications, and experience of the role.

Key responsibilities and performance goals:

Responsibilities		Accountability
Work Health and Safety	Manage and monitor work health and safety responsibilities, ensure compliance with the legislation and regulations that govern the operations within the Program area and assist others in the team to implement the relevant policies, procedures and processes.	<ul style="list-style-type: none"> • An engaged workforce fostering a culture of safety and behaviour based on safety principles.
Best Practice and Benchmarking	Ensure that all Council business is adequately documented in all relevant systems in accordance with appropriate standards and procedures.	<ul style="list-style-type: none"> • Accurate and timely processing of creditor invoices for payment and associated creditor functions • Accurate processing of debtors • Care for people, assets and finances.
Governance and Risk	Ensure risks are identified and managed	<ul style="list-style-type: none"> • Make safety an integral part of work, it is everyone's responsibility to implement the expected behaviours of our organisation • Comply with Council's Finance Guidelines and processes • Ensure integrity of data • Maintain confidentiality at all times • Maintain currency of knowledge base of internal procedures/process and external legislation that influences business activities.
Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external) related to program service delivery.	<ul style="list-style-type: none"> • Provide a high level of customer service to manage the expectations of internal and external customers in the resolution of their issues • Enhance your knowledge base • Ensure a responsive, inclusive and focused approach • Drive a customer service approach in all internal and external interactions. • Commitment to fostering and participating in a positive team environment. • Be flexible and adaptable to the changing needs of the team. • Participate and contribute. • Be available to take on other roles as required (e.g. in leave periods).

People	Promote Team Harmony	<ul style="list-style-type: none"> • Embody Council's values and operate in alignment within the established behavioral expectations of Council to contribute to a cohesive and effective team • Demonstrate accountable, affiliative and constructive behaviors in all interactions • Embrace continuous improvement principles to improve delivery of services to Council customers. • Commitment to fostering and participating in a positive team environment. • Be flexible and adaptable to the changing needs of the team. • Participate and contribute. • Be available to take on other roles as required (e.g. in leave periods).
System Operations		<ul style="list-style-type: none"> • Use and maintain computer applications such as word, spreadsheets, databases. • Administer Council's Authority Registers and record management systems including the application of associated tracking actions and register updates. • Provide accurate and complete information to customers (internal and external).
Communication and Consultation	Sound written, verbal and interpersonal communication skills	<ul style="list-style-type: none"> • Provide clear concise information.

Entry Level Qualifications: Skills and Experience

Qualifications, certificates and licences

- Certificate III in business, finance or accounting or equivalent work experience.
- Relevant work experience would be an advantage, though not essential
- Computer literacy skills and high levels of accuracy with data entry
- Current Class C Driver's Licence (desirable though not essential)

Experience, skills and knowledge

- Planning and organisational skills, time management skills, ability to prioritise
 - Proactive team player displaying flexibility, initiative, responsiveness and efficiency
 - An understanding of and commitment to process control and continuous improvement together with a demonstrated commitment to quality customer service delivery
 - Effective communication skills, both verbal and written
 - Foundational maths skills
 - A can do attitude
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