

Melton City Council

Finance Support and Systems Officer

Position Description

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where everyone belongs



1. Position details

Position	Finance Support and Systems Officer
Classification	Band 6
Award	Melton City Council Enterprise Agreement No 9 2019
Directorate	Corporate Services
Service Unit	Finance

Approved by

Date Approved

Incumbent's name

Signature

Date

2. Position objectives

- Provide effective management and maintenance of Council's financial and reporting systems through providing specialist support, advice and training relating to the various accounting, finance and reporting systems as well as contribute to improvement that enhances the functionality of the systems.
- Provide effective accounting support to the Management Accounting function to ensure that reports and outputs of the unit are completed accurately and in a timely manner and provide support and advice to management on financial matters.

3. Key responsibility areas

- Develop reports for organisation and individual business units in consultation with business unit managers utilising business information system reporting tools.
- Active engagement as business partner, with business unit managers and staff to ensure that Business Information System and all its modules are well supported to ensure an effective and user friendly customer experience.
- Coordinate with software vendors to upgrade and or to implement systems ensuring that system faults and errors are minimised.
- Contribute to policies and procedures that support the sound operation of all finance systems ensuring full capacity usage and seeking value adding opportunities.
- Evaluate the training needs of staff and roll-out training plans to ensure all staff are proficient in the usage of the finance systems including developing and maintain system procedure manuals and training notes.
- Interact regularly with business unit managers, coordinators and team leaders providing assistance to ensure reporting requirements are met and to provide value adding financial advice and information to these stakeholders.
- Assist management accounting coordinator in the coordination of annual budget and long term financial plan and other reporting requirements where necessary.

4. Organisational relationships

Reports to	Manager Finance
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">• All Council Employees• Managers of Business Units• General Managers
External liaisons	<ul style="list-style-type: none">• Auditors - (Internal and external)• Software suppliers – Corporate and EIS Systems• Various State and Federal authorities• Financial institutions

5. Accountability and extent of authority

- Provide effective finance systems support for Business Information System and Corporate Finance System and also provide day to day accounting support within the management accounting section.
- Provide specialist advice to business unit managers and staff. This is subject to regulations, acts, Council policies, goals and objectives of the finance unit, and is subject to professional and regulatory review by the Manager Finance.
- Provide training on finance systems, processes and policies.
- Provide customised reporting solutions to the organisation to assist with more timely and informed decision making
- Develop new/improved systems and procedures in order to improve the internal control and systems within the organisation

6. Judgement and decision making

- Solve problems in a practical and technical sense autonomously, whilst developing options within the constraints of authorised practices.
- Know when and where to seek guidance and advice from appropriate sources, both internal and external, in relation to methods, procedures and systems support in the provision of financial advice, information and system administration issues.
- Resolve problems using previous knowledge of accounting and financial systems autonomously. In some situations the incumbent will need to resolve issues not previously encountered by using research skills and creativity, whilst being cognisant of developing solutions within the constraints of authorised practices.
- Identify issues and develop resolutions to ensure continued system functionality.

7. Specialist skills and knowledge

- Proficiency in use of window based applications and databases with demonstrated skills in Excel, Word, Powerpoint, and Microsoft Access. An understanding of database query language would be an advantage.
- Sound Knowledge of the operations of a fully integrated corporate finance system, business information systems (such as MajiQ Software).
- Proficiency in use of window based applications and databases with demonstrated skills in Excel, Word, Powerpoint, and Microsoft Access. An understanding of database query language would be an advantage.

8. Management skills

- Planning and organisational skills with the ability to operate as part of the finance team and interact effectively at all levels internally and externally to achieve results within specified timeframes and resource constraints.
- Organise change management activities related to the implementation of new finance systems and enhancements.
- Schedule work tasks and meet set deadlines and complete tasks effectively in a timely manner.

9. Interpersonal skills

- Communicate effectively both orally and in writing with all levels of staff and external organisation and various statutory bodies.
- Listen to and have empathy with staff across the organisation and provide the best solutions to accounting related problems.
- Gain co-operation and understanding from all contacts in an exchange of views and problem resolution.
- Develop successful relationships with business and service units to achieve the overall positive outcomes through a business partner model.
- Assist other members of the finance department in various tasks and procedures that may be required from time to time to ensure that priorities are achieved and expected outcomes are met.
- Provide prompt, accurate, courteous and consistent service when dealing with customers and ensure that all obligations, agreements and deadlines are met whilst always seeking positive outcomes for those dealing with the Melton City Council.
- Use influencing skills to facilitate change, initiate and respond positively to change.

10. Qualifications and experience

- Tertiary qualification within a Finance or Information Technology field or similar with some experience or lesser formal qualifications with substantial experience (through substantial relevant experience in the field of specialist expertise).
- CPA or CA qualification will be highly regarded
- Relevant experience in a fully integrated corporate financial systems and/or large business information or reporting systems will be highly regarded.
- A current valid Victorian driver's licence.

11. Key Selection Criteria

1. Degree or Diploma and some relevant experience or lesser formal qualifications with substantial experience (or through substantial relevant experience in the field of specialist expertise).
2. Highly developed verbal and written communication skills with the ability to produce clear and concise reports, presentations, memos and training manuals.
3. Sound knowledge of the operations of a fully integrated corporate financial management and or Executive Information Systems. Local Government experience with MajiQ Software (Powerbudget) or BIS system will be highly regarded.
4. Demonstrated knowledge of accounting principles, processes and procedures and a good understanding of its applications in the Local Government context.
5. High level of proficiency in use of window office applications and databases with demonstrated skills in Excel, Word, Powerpoint and Microsoft Access.
6. Well-developed analytical and problem solving skills.
7. Proven ability to collaborate across functions to achieve shared outcomes.