

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

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|-------------------------|---|
| Position title: | Finance Officer |
| Position Number: | 503 |
| Department and Section: | Corporate Services, Finance |
| Band/Level: | Local Government (State) Award : Band 1 Level 4 Grade 8 Salary from: Step 1 - \$1,176.40 up to Step 5 - \$1,352.65 (Dependent on experience and qualifications). |
| Reports to: | Accounting Officers (x3) |
| Direct reports: | Nil |
| Indirect reports: | Nil |
| Basis of Employment: | Permanent, Full-Time, 35 hours per week |
| Location: | Moree |
| Additional Benefits: | Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off |

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

Provide a prompt, efficient and effective service to both external and internal customers of Moree Plains Shire Council to achieve a satisfactory outcome to all matters raised.

ABOUT YOU

You are a team player willing to contribute to a cohesive team environment and maintain positive internal and external relationships. You will be a problem solver with the ability to provide reliability in the quality and delivery of your work. Strong time management and organisational skills are also critical skills required to ensure workload and deadlines are met on time.

You must also have excellent communication skills with the ability to translate technical or numerical information to ensure the efficient and effective delivery of essential services to the community. Other key skills essential to the success of this role include being able to confidently deal with customers in a professional, prompt, and courteous manner and demonstrating a calm disposition to effectively deal with conflict resolution.

KEY DUTIES AND RESPONSIBILITIES

Duties shall include but not be limited to:

- Assist in the maintenance of Council's Systems General Ledger, including creation of new numbers and amendments to current numbering and structure.
- Assist in finalisation of year end processes and procedures and in the preparation of Council's Annual Financial Statements.
- Assist in the preparation of Council's Annual Budget for inclusion in the Delivery Program and Operational Plan.
- To maintain competency in all aspects of Councils Accounting System(s) including improvements and upgrades as released.

Banking:

- Processing of bank transactions daily.
- Daily banking processes.
- Reconciliation of Councils bank accounts on a weekly basis.

Accounts Receivable:

- Preparation of invoices, statements, and financial reports as required.
- Reconciliation of the debtor accounts monthly.
- Reconciliation of general ledger accounts and registers including Councils Mastercard and Fuel Cards monthly.

Accounts Payable:

- Inputting and processing invoices.
- Assist in the reconciliation of the creditor accounts monthly.
- Maintenance of Council's computerised system for creditors.

Customer Service:

- Respond to incoming (switchboard) telephone calls in a professional and efficient manner, and as appropriate, provide requested information, take messages, or redirect enquiries to the appropriate officer.
- Create, process, and update electronic payment records including B-Pay, B-Point, Auspost and direct debits (or any other payment platform) as and when required.
- Where required accurately input customer requests into Council's Customer Request Management (CRM) System and allocate requests to the relevant officer(s).
- Respond to cemetery enquiries, liaising with funeral directors, making bookings, taking payments, order plaques and processing purchase orders.
- Update cemetery database, interment book and carry out cemetery audits as appropriate.

ESSENTIAL CRITERIA

- Certificate IV (or higher) in Financial Services, Financial Services (Accounts Clerical) or Business (Administration). (*Applicants who do not hold this qualification are encouraged to apply but will be required to commit to such qualifications upon commencement*).
- Relevant work experience in the following areas:
 - Maintaining and operating a computerised accounting system and reconciling accounts.
 - Demonstrated skills in data entry.
- Ability to produce high quality work under pressure and meet deadlines.
- Strong organisational skills with the ability to set and meet priorities.
- Self-motivated, with the ability to work both as a team member and unsupervised.
- Well-developed interpersonal and communication skills, with a strong customer relations focus.
- Ability and commitment to maintain confidentiality.

Literacy, Numeracy, and Record Keeping:

- Well-developed level of literacy, numeracy, problem solving, and record keeping with the ability to clearly communicate and translate technical or numerical information to a diverse range of people.

Technical Skills:

- Strong computer skills for the operation of databases, spread sheets and presentation software plus word processing skills.

Work History Checks:

- Criminal History clearance

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Current Class C Driver Licence
- Relevant work experience in the following areas:
 - Accounts Receivable and/or Accounts Payable
 - Knowledge of GST implications
 - Local Government

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: