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| Position Title: | Finance Officer | | |
| Position Code: | P017 | Reviewed: | 19 July 2021 |
| Award Classification: | Band: 2 | Level: | 1 |
| Salary System Grade: | Grade: 2 | Minimum Level: | 1 |
| Approved: | J. Hogan | Date: | 19 July 2021 |

Primary Purpose of the Position

The Finance Officer will ensure the regular, timely and accurate payment of Council's accounts payable ensuring that all payments are properly authorised. They will also provide assistance with Payroll related matters and when necessary, relieve in the Payroll position, completing weekly payrolls.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Ensure payments of accounts are correctly authorised, accurate and completed in a timely manner. This also includes ensuring GST issues are correctly dealt with.
2. Carry out and recover the collection of Sundry Debtors
3. Complete reconciliations of petty cash/ debit cards, purchasing, statements and end of week/month reporting.
4. Maintaining petty cash/ debit cards, including; control of issue to employees, collection of receipts and maintenance of petty cash levels.
5. Complete Bank Reconciliations.
6. Maintenance of Systems including; ensuring the maintenance of the purchasing system and input orders.
7. Undertake receipting of goods.
8. Assist with the payroll function as required. This may include; filing, data entry, processing of transactions and completing payroll function.
9. Ensure compliance with statutory deadlines and legislation.
10. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

| Muswellbrook Shire Council Capability Framework | | |
|---|--|--|
| Group and Capability | Capability & Behaviour Descriptors | |
|  | Collaboration: - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals | <ul style="list-style-type: none"> Participate as a supportive team member and work with other team members to achieve goals Help other team members to share the load in peak work periods Work together in challenging situations |
|  | Accountability: Achieve quality outcomes in line with organisational objectives | <ul style="list-style-type: none"> Be responsible for your own actions Understand and follow policies and procedures Comply with safe work practices to ensure the safety of self and others |
|  | Achievement: Achieve quality outcomes in line with organisational objectives | <ul style="list-style-type: none"> Complete work tasks within acceptable timeframes and standards Clarify role and responsibilities when unsure of tasks Understand that your own work relates to achieving organisational objectives |

Key Tickets, Qualifications and Other Skills

1. Relevant tertiary qualifications (Certificate III Accounts Administration) and/or significant experience in the relevant discipline.
2. Strong administrative skills, preferably in a book keeping or finance background, including an ability to undertake reconciliations.
3. Demonstrated ability to meet deadlines in a pressured environment
4. Ability to communicate with a diverse range of customers demonstrating negotiation skills.
5. Knowledge of payroll systems and an ability to follow established procedures.
6. Experience in the use of computerised accounts payable and/or payroll systems.
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated **Fundamental** key capabilities as defined in the Key Capabilities Table (above).