

POSITION INFORMATION

Directorate	Corporate Services
Reports To	Senior Finance Officer
Position Number	FS14
Grade	Grade 3 in Council's salary system
Location	Narrabri Shire
Award	Local Government (State) Award

POSITION OBJECTIVE

To provide high quality financial services to Council's internal and external customers, ensure compliance with all legislative and other requirements are met, and responsibilities and accountabilities are fulfilled within a timely manner. To provide relief for Finance Officer (Creditors) and Finance Officer (Water) during periods of absence or high workload.

KEY RESPONSIBILITIES

Core Duties

- Maintain Council's sundry debtor system, including updating customer details and ensuring invoices and statements are raised and processed within negotiated and agreed timeframes.
- Maintain debtor subsidiary ledgers ensuring accurate and timely reporting and reconciliation.
- Progress initial debt recovery procedures, follow-up and provide recommendations to Council's Debt Recovery Coordinator to escalate external debt recovery processes when required.
- Prepare and maintain schedules and procedures relevant to the debtors module.
- Update Management on any changes or new requirements in relation to debtor functions.
- Receipt and conduct daily bank reconciliations to ensure customer balances are up to date and other income is processed and allocated correctly.
- Fortnightly processing of preferred suppliers' payments and gravel sales.
- Other miscellaneous duties such as maintaining stationery supplies, petty cash responsibilities and corporate card reconciliation.

Creditors (Relief)

- Liaise with internal and external departments to allocate invoices and facilitate correct authorisation prior to payment in accordance with Council's purchasing and authorisations limit guides.
- Maintain Council's creditor system, including updating customer details and ensuring accounts are processed and paid within negotiated and agreed timeframes.
- Process invoices via creditors invoicing, orders, direct payments and loan modules.
- Maintain creditor subsidiary ledgers ensuring accurate and timely reporting and reconciliation.

Water (Relief)

- Maintain Council's water billing system, ensure consumption tariffs are accurate and issue notices are processed within negotiated and agreed timeframes.
- Prepare Section 603 Certificates.

General Finance

- Provide support and assistance across all areas of the Finance Section as required.
- Assist in meeting the Finance Section's objectives as detailed within Council's Integrated Planning and Reporting Delivery Program.
- Liaise with internal and external clients promoting Council as both an efficient and professional service provider.
- Respond to customer enquiries both verbally and in writing ensuring that information provided is accurate and in accordance with Council's policies, guidelines and all other relevant legislation, including The Privacy Act.
- Provide professional and efficient front counter services, including cashiering, reception and other administrative duties when required.
- Ensure the accuracy of data entered in to all systems can be relied upon as true and correct and that all data is validated against set criteria.
- Carry out tasks with the aim of minimising errors, waste and inefficiency.
- Complete all related financial reconciliations and reports as required.
- Process documents, develop and maintain written procedures, prepare correspondence and minutes and prepare and maintain complex spreadsheets as required.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports:	Nil
Indirect Reports:	Nil

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Certificate III in Accounting or equivalent and/or broad experience in a similar role.
- Well-developed skills in Microsoft Office and demonstrated ability to use financial software packages ensuring accuracy and integrity of data input.
- Demonstrated experience in the application of relevant skills in business or finance, including cash handling and receipting and the ability to complete financial reconciliations.
- Well-developed organisational skills with the capacity to prioritise work within an environment of fluctuating workloads and changing priorities.
- Demonstrated customer service experience, including managing enquiries and complaints with sensitivity and discretion together with the ability to apply conflict resolution principles.
- Demonstrated high-level verbal and written communication skills.
- Ability to work in a team environment as well as independently.

Desirable

- Progression towards a relevant tertiary qualification.
- Knowledge of:
 - Debtor procedures
 - Creditor procedures
 - Local Government Act and Regulations
 - Privacy legislation
- Experience in:
 - Debt recovery procedures
 - Rating procedures
 - Web-based software applications in Finance
- Current Class C Driver Licence.

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I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

Human Resources: _____

Date: _____

Line Manager: _____

Date: _____

Director: _____

Date: _____

Employee: _____

Date: _____