

POSITION DESCRIPTION

FINANCE OFFICER

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Finance Coordinator
Position Number:	FS8
Classification:	Grade 3 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To provide a quality service to Council's internal and external customers, ensuring compliance with legislation and key responsibilities are fulfilled within a timely manner.

Key Responsibilities

Expenditure

- Ensure invoices are processed and paid within agreed timeframes and in accordance with Council policies.
- Maintain Council's accounts payable payment system including updating customer Masterfile details.
- Prepare and maintain schedules and procedures relevant to the position to ensure completion of tasks within agreed timeframes.
- Reconcile Accounts Payable subsidiary ledger monthly.

Revenue

- Maintain Council's Water Billing and Sundry Debtors systems, including updating customer details and ensuring notices/invoices and reminder notices/statements are raised and processed within agreed timeframes.
- Progress initial debt recovery procedures, follow-up and provide recommendations to the Rates Coordinator to escalate external debt recovery processes when required.

- Prepare and maintain schedules and procedures relevant to the Water Billing module and Council Debtors to ensure completion of tasks within agreed timeframes.
- Maintain Council's Sundry Debtors system, including updating customer details and ensuring invoices and statements are raised and processed within agreed timeframes.
- Prepare required certificates and reports for internal and external use.
- Prepare monthly reconciliations as required

Payroll and Assets (Assistance/ Relief)

- Assist with maintaining employee records and pay rates, including leave entitlements.
- Assist in ensuring periodic payroll processes are completed within established time constraints, including reconciliation of reports and uploading of documents to banking portal.
- Assist the Asset Accountant with maintaining Council's financial asset register.

General Finance

- Provide support and assistance across all areas of the Finance section as directed.
- Assist in meeting the Finance section's objectives as detailed within Council's Integrated Planning and Reporting (IP&R) 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* (or equivalent).
- Receipt and conduct daily bank reconciliations to ensure customer balances are up to date and other income is processed and allocated correctly.
- Carry out tasks with the aim of minimising errors, waste and inefficiency.
- Update Management on any changes or new requirements within the financial management system or requirements from external parties relating to areas of responsibility.
- Complete all related financial reconciliations and reports as required.

General Organisation

- 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.
- Comply with Council's Records Management Policy requirement to create and maintain full and accurate records.
- 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

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

Authority and 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 accurate and specific information.

Selection Criteria

Essential

- Certificate III in Accounts Administration or equivalent and/or broad experience in a similar role.
- Well-developed skills in Microsoft Office Word and Excel and demonstrated ability to use financial software packages ensuring accuracy and integrity of data input.
- 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.
- Sound working knowledge of the Goods and Services Tax (GST) fundamentals.
- Demonstrated ability to problem solve.

Desirable

- Working knowledge of:
 - Income Tax Assessment Act
 - Local Government (State) Award
 - Billing procedures
 - Local Government Act and Regulations
 - Privacy legislation
- Experience in web-based software applications, including Enterprise Resource Planning (ERP) systems.

Document Review Date

August 2023

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

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)