



Position Description

Non-supervisory Employees

Position Title	Finance Officer
Section	Financial Services
Division	Corporate Performance
Reports to	Financial Accountant
Grade	8
Employment Status (FT/PT/Casual/Temp)	Full-Time

Position purpose

Responsible for the maintenance and reconciliation of Council's Trust and Bond Registers and Council's general ledger suspense accounts, as well as assisting with taxation requirements, administration of Council's vehicle leasebacks and general financial accounting functions.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Perform all relevant end of month or financial year procedures and functions, in line with the finance timetable.
- Reconciliation of monthly suspense and sundry deposit accounts.
- Maintenance, reconciliation and review of council's Trust register on a monthly basis with maintenance as and when required.
- Maintenance of council's bond register including the safe custody of bonds and administration for release including calculation of interest, where applicable.
- Process various invoices including Caltex and insurance premiums through data import as required.
- Processing of employee reimbursements.
- Administration of Purchase Cards, including new card applications, card cancellations.
- Assist in the preparation of the monthly Business Activity Statement (BAS).
- Preparation of the annual Fringe Benefits Tax return.
- Administer vehicle leasing, including preparation of new agreements, coordinating new leases, maintaining checklists and finance processes.
- Ongoing review of current practices from an audit/risk perspective and assistance in identifying efficiencies, gains, opportunities and process improvements.
- Provide analysis, interpretation and support to other Council officers as required.
- Provide training, education and support to other Council officers as required.
- Assist in special finance related projects as required.
- Provide back up to the Financial Accountant.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 10/02/2020 **Group Manager** Group Manager Financial Services

Date 10/02/2020 **Director** Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____