

	Role Title: Governance and Finance Officer	
	Accountable to: Governance Coordinator	
Primary purpose	The purpose of the role is to provide a high level of support to Council's governance function, together with providing a quality controlled posting of financial transactions to Council's corporate information system. The role will relieve the Governance Coordinator and Creditors Coordinator as required.	
Key responsibilities	<ul style="list-style-type: none"> Assist in the day to day operations of Governance including incident and claims management, corporate reporting, provision of assistance for Council meetings, policy and procedure processing, maintenance of registers and assisting with the development of corporate documents, including those within the Integrated Planning and Reporting framework. Maintain, generate and ensure quality control of bank statement receipting and associated processes; including Bpay, Australia Post and direct debits, as well as daily posting of financial transactions ensuring a high level of accuracy. In addition, assist with other Finance functions in order to meet Council and legislative requirements. Assist and relieve the Governance Coordinator as required. Assist and relieve the Creditors Coordinator as required. Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training. Proactively participate as a team player to contribute towards the achievement of team work objectives. Work in a safe manner having regard for self and others and contribute to and comply with Council's WHS policies/procedures/practices. Ensure works comply with quality systems and relevant policies, procedures, practices and legislation. Actively multi-skill across other areas of Council's works as required and apply a flexible and adaptable approach to deliver on Council's commitments outlined in our delivery and operational plans. 	
Key accountabilities	<ul style="list-style-type: none"> Responsible for completion of work involving elements of complexity, requiring judgement, problem solving skills, research, analysis and evaluation. Applies precise judgement and interpretation of options in problem solving in area of responsibility. Communicates effectively with stakeholders in the provision of information and advice. Collaborates with team members and stakeholders, demonstrating Council's values and behaviours. 	
Skills, knowledge & experience	Essential <ul style="list-style-type: none"> Competent numeracy and literacy skills to enable understanding and application of safety and work-related procedures High level communication and interpersonal skills, discretion and confidentiality Minimum of two years' experience in a financial environment Customer service experience in handling phone enquiries Demonstrated keyboard skills, an eye for detail and accuracy 	

	<ul style="list-style-type: none">• Demonstrated ability to work in a team environment• Knowledge of PC based applications including Word and Excel• Current Class C Driver Licence• Demonstrated conduct aligned with Council’s corporate behaviours supporting our values <p>Preferred</p> <ul style="list-style-type: none">• Local Government experience• Experience in accounts payable and/or corporate administrative role• Knowledge of computerised financial system modules						
Values & behaviours	<p>VALUES:</p> <p>Integrity and passion</p> <p>BEHAVIOURS:</p> <p>We lead by example - We take responsibility - We do what we say - We embrace change - We are community focused - We are in this together</p>						
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <table><tr><td>Employee Name:</td><td>Signature:</td><td>Date:</td></tr><tr><td>Manager Name:</td><td>Signature:</td><td>Date:</td></tr></table>	Employee Name:	Signature:	Date:	Manager Name:	Signature:	Date:
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