

## Position Description

<b>Position Title</b>	<b>Finance Officer – Accounting</b>
Position Code	CORP007
Department	Corporate Services
Division	Finance
Reports To	Chief Financial Officer
Direct Reports:	Nil
Position Classification	Administrative/ Technical/ Trades Band 2, Level 1
Position Status	Full-time (flexible arrangements can be negotiated)
Allowances	Nil

### REPORTING STRUCTURE OF POSITION

Director Corporate Services							
↑							
Chief Financial officer							
↑							
Finance Officer – Accounting	Finance Officer – Creditors	Finance Officer - Debtors	Finance Officer – Revenue	Financial Accountant	Revenue Officer – Water	Revenue Officer - Rates	Rating Project Officer

### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to process and administer the financial operating functions of Council within legislative requirements, guidelines and policies, while providing direct support to the Chief Financial Officer, Director Corporate Services and members of the Finance team.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Process and administer the financial operating functions of Council within legislative requirements, guidelines and policies.</i>	60%
<i>Provide direct support to the Chief Financial Officer and Director Corporate Services. Provide coverage and support to members of the Finance team.</i>	15%
<i>Conduct business as a formal delegated authority to invest Council's funds to ensure optimum return on surplus funds in accordance with Council's investment policy and guidelines.</i>	15%
<i>Oversight and review of Council's various internal accounts and facilities including Jemalong Recreational Education Centre and Forbes Apex Riverside Tourist Park.</i>	10%

## **POSITION RESPONSIBILITIES**

### **Finance Administration**

- Liaise with financial institutions in a highly professional manner on Council's behalf;
- Invest Council's funds to ensure optimum return on surplus funds in accordance to Council's Investment Policy;
- Reconcile Council's investments and providing monthly reporting of investment activities for Council's business paper;
- Transfer Council funds in a timely and efficient manner, meeting cash flow and processing requirements;
- Manage regular technological and software-based updates, data analysis, reporting and requirements to run accounts efficiently;
- Responsible for processing daily banking processes, including the daily bank reconciliation; ensuring cash flow is met for business transactions; identifying and acting on discrepancies; identifying and acting upon any receipt and / or payment issues;
- Processing of Agency downloads, payments and receipts (such as Bpay and eNotices). Responsible for system set up and maintenance, along with identifying and rectifying errors;
- Support Water Billing and Rating Officer. Generation of direct debit receipting, including maintenance to Rates and Water Billing modules. Liaising with external customers to resolve matters associated with these accounts, including maintenance to Council's Name and Address Register (NAR);
- Identify and process rejected or dishonoured payments;
- Processing of Major Agents receipting and reconciliation. Responsible for system set up and maintenance, along with identifying and rectifying errors;
- Prepare, maintain and update internal Council forms in accordance to Policy, Guidelines and Legislation relating to the Finance Department approval, focussing on continuous improvement in regulation and usability for the business and customers;
- Responsible for reconciling and processing all of Council's Corporate Card statements on a monthly basis. Acting promptly and with integrity when fraudulent transactions or misuse has been identified and allocation of transactions to the appropriate budget line items;
- Administer Roads and Maritime Services claims, including the reconciliation of debtors in an efficient manner and provision of invoices;
- Key journal entries into Council's financial systems;
- Updating and maintenance of Council's ledger accounts, Work Order's and Cash Book, including modification, opening and closing of job numbers as required;

- Maintain and set-up parameters within Council's operating system to ensure continuity within the business processes, particularly for customer service receipting;
- Responsible for coordination and distribution of Council's Petty Cash, including reconciliation on a quarterly basis;
- When required, provide support and assistance for Accounts Receivable and Payable including coverage, processing, set-up, support to correct discrepancies, general advice and guidance internally, and external customer service enquiries. Processing refunds and payment reversals within the Accounts Payable and Accounts Receivable modules;
- Customer Request Management – creation of CRM's on behalf of Council's customers;
- Online Requisitioning – creation of purchase order's as per Council's *Procurement Policy*;
- Attend to issues raised by internal and external stakeholders where identification and resolution of financial discrepancies and disputes is required, and act upon them in an appropriate manner;
- Delegation to sign on behalf of Council as an authorised Council Signatory;
- Support the Financial Accountant and / or Chief Financial Officer with preparation and lodgement of Council's statutory tax reporting eg. Business Activity Statement (BAS) and processing in their absence as appropriate;
- Assist the Chief Financial Officer and Director Corporate Services with annual financial statements preparation and other compilation as required;
- Responsible for meeting all financial legislation, requirements and guidelines including record registration and knowledge of Council's record management software;
- Engage with Council's external auditors, as required, including the preparation, coordination and providing of information;





## Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
<b>Internal</b>	
Chief Financial Officer	Direct Supervisor – Direction, Support and Guidance
Financial Accountant	Support and Guidance
Director of Corporate Services	Providing knowledge, guidance and support for the finance functions of Council.
Supervisors and Managers	Liaise with to provide information and documentation in relation to Corporate Card reconciliation and Payroll matters.
Finance Team	Providing knowledge, support and coverage.
Other departments	Providing knowledge, support and coverage to Business Service Officer's ad-hoc.
<b>External</b>	
Government Departments	Payments relating to funding submissions, trainings etc.
Financial Institutions	Submissions, enquiries, investment and disputes in regards to Council's financial matters.
Members of the community	Enquiries related to financial payments, accounts and receipting.
Roads and Maritime Services	Administration of roads maintenance contract claims and invoices.
Apex Riverside Tourist Park – Management Staff	Account and receipting enquiries and weekly takings reconciliation.
Jemalong Regional Education Centre – Booking Officer	Account and receipting enquiries. Maintenance of the RMS 9+ (Reservation Management System).

## POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept

## **PERSON SPECIFICATION**

### **Essential**

- Relevant experience in a finance/accounting field;
- Demonstrated general accounting knowledge;
- Demonstrated experience in revenue management including debt recovery;
- Demonstrated excellent customer service skills;
- The ability to exercise initiatives, sound judgement and confidentiality;
- Proven ability to participate effectively as a team member;
- Able to work with minimum supervision using judgement and initiative;
- Highly developed written and verbal communication skills with the ability to effectively communicate with people at all levels;
- Highly developed computer skills with experience using Microsoft Office;
- Class C (Standard) Drivers Licence.

### **Experience**

- Certificate III in Accounting or equivalent;
- Previous Local Government experience;
- Knowledge of the rating provisions of the Local Government Act.

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Computer and relevant software;

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No