

## POSITION DESCRIPTION

<b>Position Title</b>	Finance Officer
<b>Department</b>	Finance
<b>Award/Agreement</b>	Local Government Industry Award 2010
<b>Classification</b>	Level 4.1 to Level 8.1
<b>Status/Hours</b>	32 – 40 hours per week (4-5 Days) To be negotiated with the successful applicant 8.00am – 5.00pm

### Position Objective

To provide efficient and confidential assistance to the administrative team as directed by the Manager of Finance.

### Key Responsibilities and Duties

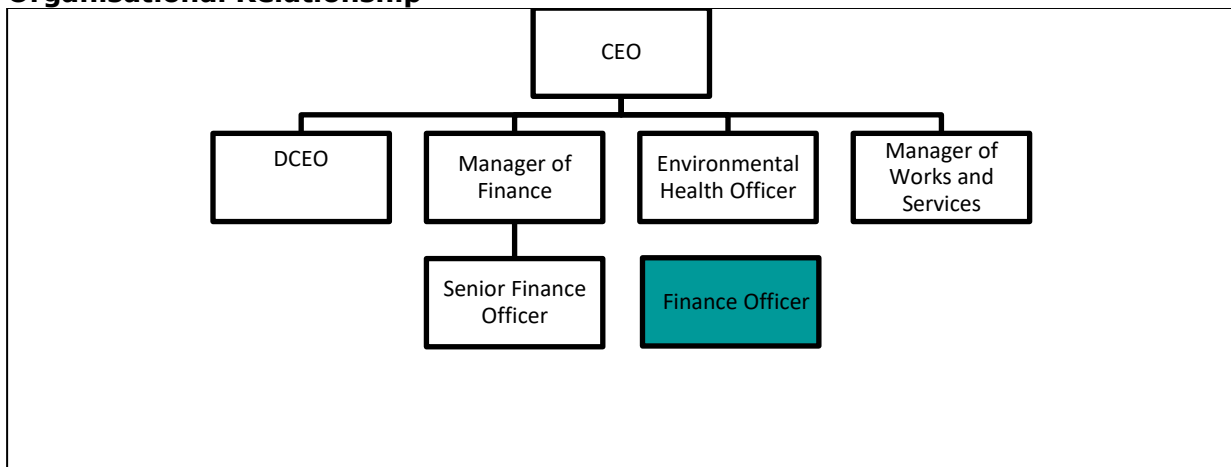
<b>Key Areas of Accountability</b>	
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Maintain the processing of payroll and maintain all records generated by the payroll system (superannuation, leave entitlements, overtime, salary sacrifice arrangements) in accordance with relevant Legislation and Council policy.</li> <li>• Maintain Employee Files and ensure all relevant documents are filed in a timely manner.</li> <li>• Ordering of the Inside and Outside Staff Uniforms annually or as required</li> <li>• Assist DCEO with other employee related duties as required.</li> </ul>
<b>Insurance and Workers Compensation</b>	<ul style="list-style-type: none"> <li>• Complete claims for workers compensation.</li> <li>• Assist DCEO with general vehicle and property insurance claims and oversee correspondence in respect to those claims.</li> <li>• Ensure that Insurance Claims Register is maintained and updated as required.</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>• Assist with cashiering and general enquiries at the front counter and via telephone.</li> <li>• Backup Debtors processing</li> <li>• Rates related duties as directed by the Senior Finance Officer.</li> <li>• Order stationery supplies and materials as required.</li> <li>• Complete police licensing duties as required.</li> <li>• Assist Senior Finance Officer in the preparation of Leases/Tenancy Agreements, and general administration of Shire-owned property.</li> <li>• Assisting the DCEO in the administration and preparation of Performance Review documentation and maintenance of Position Descriptions.</li> <li>• Maintain register of staff birthdays, and in conjunction with DCEO, initiate recognition of birthdays and major milestones: 5,10,15,20 years etc.</li> <li>• Any other duties as directed by the CEO, DCEO or MOF.</li> </ul>
<b>Administration Support Shire Depot</b>	<ul style="list-style-type: none"> <li>• Undertake administrative support at the Shire Depot to ensure compliance with purchasing requirements, ordering supplies and timesheet support.</li> <li>• Onsite training and support to outside staff with the implementation of the new payroll and purchasing software.</li> </ul>

<b>Creditors</b>	<ul style="list-style-type: none"> <li>Assist and relieve in Council's creditor records, verify and process claims for payment for review by the Senior Finance Officer.</li> </ul>
<b>Occupational Safety and Health</b>	<ul style="list-style-type: none"> <li>Demonstrate a strong commitment to Occupational Safety &amp; Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others.</li> <li>Assist the DCEO in the arrangements for the Shire's staff immunisation program.</li> </ul>

### Position Requirements

Skills	Knowledge	Experience/Qualifications
Developed keyboard and data processing skills	Working knowledge of the Local Government Act 1995	Experience in police licensing.
Developed mathematical and basic accounting	Working knowledge of local community and district	Completion of Year 12 Certificate with passes in English & Maths.
Good time management and organisational skills	Working knowledge of Windows based applications	Hold current "C" class motor vehicle driver's license.
Good written and verbal communication skills		
Good public relation skills		

### Organisational Relationship



Responsible to	Responsible For
Manager of Finance	

### Internal/External Liaison

Internal	External
Chief Executive Officer	General Public
Deputy Chief Executive Officer	Creditors
Manager of Finance	Ratepayers
Manager of Works and Services	
Councillors	
Environmental Health Officer/Building Surveyor	
Senior Finance Officer	
Other Administration Staff	
Works Foremen	
Aquatic Centre Manager	

**Extent of Authority**

Works within the confines of set standards and procedures, under regular supervision.

Selection Criteria	Essential	Desirable
<b>Skills</b>		
Good keyboarding and data processing skills, including working knowledge of Microsoft Word and Excel	<input type="checkbox"/>	
Good numeracy and finance skills	<input type="checkbox"/>	
Well developed written and verbal communication skills	<input type="checkbox"/>	
Good public relation and interpersonal skills	<input type="checkbox"/>	
Good time management and organisational skills	<input type="checkbox"/>	
Good problem solving skills	<input type="checkbox"/>	
<b>Knowledge</b>		
Previous experience using Synergy Soft Accounting Software, including payroll and creditor modules		<input type="checkbox"/>
Working Knowledge of windows including Access, Publisher, PowerPoint		<input type="checkbox"/>
An understanding of Council organisational structure and function		<input type="checkbox"/>
Familiar with the local district		<input type="checkbox"/>
<b>Experience/Qualifications</b>		
Current 'C' class WA driver's license.	<input type="checkbox"/>	

**CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

MANAGER OF FINANCE

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

(ii) As the employee I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME\_\_\_\_\_

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_

DATE APPOINTED\_\_\_\_\_