



Croydon Shire Council

Position Description

Position Title	Finance / Administration Officer
Department	Corporate Services
Award	Queensland Local Government Industry (Stream A) Award - State 2017
Award Classification	Division 2 - Section 1, Level 4, Year 1 – 32.65 hrs/week
Position Type	Full Time – 36.25 hrs per week
Reports To	Director Corporate Services

Position Objective

The Finance/Administration Officer supports the efficient delivery of Council's financial and administrative functions. The role is responsible for accurate processing across accounts payable, accounts receivable, payroll and job costing, while providing responsive customer service to the public, government agencies and statutory authorities. The position works closely with the Director Corporate Services and Senior Finance Officer to maintain compliance, data integrity and smooth day-to-day operations.

Duties and Responsibilities

The following duties reflect the core responsibilities of this position and may be adjusted from time to time in response to Council's operational needs. The role also provides high-level customer service and general administration support across the organisation.

Accounts Payable

- Ensure the timely and accurate processing of accounts payable function, checking all documentation for accuracy and completeness prior to processing.
- Liaise with creditors for the prompt resolution of discrepancies and disputes of invoices.
- Ensure invoices comply with GST legislation including ABN, trading names and GST status.
- Ensure Creditors master records are maintained accurately and satisfy audit requirements.
- Maintain Council's purchase order system.
- Prepare purchase orders as required.

Payroll

- Assist with processing fortnightly/monthly payroll in accordance with statutory requirements.
- Ensure accurate and timely coding and input of data from timesheets.
- Respond to employee enquiries.
- Assist with the management of Council's Workcare Scheme in liaison with the Director Corporate Services and Workplace Health and Safety Advisor.

- Assist with processing superannuation guarantee and member contributions in accordance with statutory requirements.

Job Costing / Plant / Stores

- Control and maintenance of Job Costing, Plant and Stores systems.
- Assist with processing stores issues, returns and stocktake.

Accounts Receivable

- Manage and ensure the timely and accurate processing of accounts receivable function.
- Complete details of costs raised through the job cost module, private works; raise and issue invoices.
- Liaise with staff and debtors for the prompt resolution of discrepancies and disputes and follow up on all outstanding invoices.
- Prepare subsidy applications and claims.
- Prepare RMPC claims and other invoices relating to road contract works.

Administration Support

- Ensure corporate information is accurately and efficiently recorded, appropriately stored and able to be retrieved.
- Manage mailboxes relevant to the role.
- Provide front counter reception and customer service.
- Administrative support including the compilation of correspondence, reports, templates, procedures and manuals.
- Support the Office Manager in delivery of key services and functions within the administrative team. Assist with records management tasks as required.
- Any other task as directed from time to time by Supervisor, Managers or Directors.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard,

in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources

- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

- Experience in a finance or administration role; a relevant qualification is an advantage
- Local government experience highly regarded
- Proficiency in Microsoft Office (Word and Excel); experience with Magiq Records Management and/or Practical Plus (PCS) an advantage
- Sound knowledge of accounts payable, accounts receivable and payroll processing, including superannuation and award interpretation
- Strong attention to detail with the ability to calculate figures accurately (percentages, discounts, interest)
- Effective written and verbal communication skills, including experience preparing correspondence, reports and procedures
- Well-organised and self-motivated, with the ability to prioritise workload and operate with limited supervision

Selection Criteria

1. Financial administration experience — Demonstrated experience in accounts payable, accounts receivable and/or payroll processing, including accurate data entry and compliance with statutory requirements.
2. Computer literacy — Proficiency in Microsoft Office, particularly Word and Excel. Experience with Magiq Records Management and/or Practical Plus (PCS) is an advantage.
3. Administration and records management — Demonstrated ability to prepare correspondence, maintain accurate records and support day-to-day administrative functions in a busy office environment.

4. Communication and customer service — Well-developed interpersonal and written communication skills, with a demonstrated ability to provide professional service to a broad range of internal and external stakeholders.
5. Attention to detail and time management — Demonstrated ability to manage competing priorities, meet deadlines and maintain a high level of accuracy in a finance or administration context.

Key Performance Indicators (KPI's)

1. Accuracy and timeliness — Accounts payable, receivable and payroll functions are processed accurately and within required timeframes, with errors identified and resolved promptly.
2. Statutory compliance — All financial processing meets relevant legislative requirements, including GST, superannuation and award obligations, with no recurring compliance issues.
3. Records and data integrity — Corporate records are maintained accurately and in accordance with Council's records management system and governance requirements.
4. Customer service — Enquiries from staff, creditors, debtors and members of the public are handled professionally and resolved in a timely manner.
5. Work health and safety — All duties are performed in accordance with Council's WHS Management System, with hazards, near misses and incidents reported promptly.
6. Teamwork and conduct — Consistently demonstrates cooperative, professional behaviour in line with Council's Code of Conduct and contributes positively to team operations.
7. Continuous improvement — Actively participates in training, including cybersecurity awareness, and contributes to the review and improvement of procedures relevant to the role.

Certification

I have read the position description, and I am aware of the position requirements.

Employee:

Employee Signature _____ Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____ Date ____/____/____