



Croydon Shire Council

Position Description

Job Title	Senior Finance Officer
Department	Finance
Award	Queensland Local Government Industry (Stream A) Award - State 2017
Award Classification	Division 2 - Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services) Level 5, Year 1 36.25hrs/ week, Remuneration to be negotiated – depending on skills, experience and qualifications
Position Type	Permanent up to 36.25hrs per week
Reports to	Director of Corporate Services

Position Objective

To efficiently carry out a range of Council's financial and administrative functions.

To provide a high-level customer service to members of the public, Government Departments, agencies and statutory authorities.

To provide support to the Finance Team and other officers within Council.

Duties and Responsibilities

The Senior Finance Officer will undertake routine activities that are clearly defined and documented by established procedures, methods and guidelines. The following duties and responsibilities may be modified from time to time to ensure expected outcomes are achieved with Council's business demand.

Bank Reconciliation

- Assist with daily and end of month reconciliation of Council's bank accounts.
- Daily processing of online payments.
- Oversee Council's bank reconciliation and receipting modules, including testing and maintaining data.
- Provide high level support to Council's customer service team about receipting and banking related issues.
- Receipt reversals and reallocations.
- Process refunds.
- Transfer of funds to and from Council accounts to ensure maximum funds are available and/or achieve maximum interest earning on surplus funds.
- Assist with preparing and submitting monthly BAS



Payroll

- Process fortnightly/monthly payroll in accordance with statutory requirements.
- Ensure accurate and timely coding and input of data from timesheets.
- Respond to employee enquires.
- Assist with the management of Councils Workcare Scheme in liaison with the Corporate Services Director and Workplace Health and Safety Advisor.
- Assist with processing superannuation guarantee and member contributions in accordance with statutory requirements.
- Set-up and maintain employee records

Job Costing/Plant/Stores

- Control and maintenance of Job Costing, Plant and Stores systems including the production of fortnightly reports.
- Process stores issues, returns and stocktake.

Accounts Payable

- Ensure the timely and accurate processing of accounts payable function, checking all documentation for accuracy and completeness prior to processing by the accounts payable officer.
- Liaise with accounts payable officer and 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.
- Submit annual TPAR reports

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 following up on all outstanding invoices.
- Prepare subsidy applications and claims.
- Prepare RMPC claims and other invoices relating to road contract works.
- Take necessary debt recovery action in accordance with Council's Debt Recovery Policy.

Rates

- Ensure that Council's rates function, including water charges is appropriately administered in accordance with the Local Government Act.
- Take necessary debt recovery action in accordance with Council's Rates and Charges Debt Collection and Recovery Policy.
- Ensure that the property database is current with the Department of Natural Resources and Mines QVAS database.
- Calculate rates assessments and issue of relevant notices.
- Maintenance of the rates function utilising the Practical Plus rates module.
- Reconcile and submit QFES Levies



Other Tasks

- Assist other Officers and Director of Corporate Services as requested.
- Provide support exercising sound judgement, initiative, confidentiality and sensitivity in the performance of work.
- Provide the highest level of customer service by following through and appropriately documenting customer requests received and providing the appropriate response.
- Ensure all corporate documents created or received are registered into the corporate record keeping system (Magiq) in accordance with approved policies and procedures.
- Uphold the public image of the Council.
- Comply with Croydon Shire Council's Work Health and Safety Obligations and Responsibilities Statement, policies, procedures, standards and work instructions in carrying out your duties.
- Comply with Council's Code of Conduct.
- To contribute to the efficient and productive operation of the Local Government Organisation and to maintain and foster a team spirit among those in the working environment.
- The ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Director.
- Participate in training programs as required.
- Other duties as directed by the Director of Corporate Services.

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 Advisor. 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.
- Establish and maintain effective professional relationships with Directors, 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.
- Mandatory attendance at Toolbox talks and training.

Qualifications / Skills / Experience

1. Experience working in a finance role.
2. Qualification in a field relative to the position would be highly regarded.
3. Experience within Local Government highly regarded.
4. High level of interpersonal and communication skills with sound negotiation skills, including the ability to effectively deal with a broad range of Council stakeholders including Councillors, employees and customers, whilst maintaining confidentiality.
5. High level of planning and organisation skills with the ability to prioritise work.
6. Experience in preparation of correspondence, procedures, manuals, reports.
7. Intermediate Microsoft Office suite skills and EDRMS like Magiq Records Management system.
8. A high level of professionalism is essential.
9. Strong attention to detail.
10. High level knowledge of and experience in interpreting awards and other industrial agreements.
11. Understanding of (or ability to obtain) Council's structure, operation, policy and procedures.
12. Sound knowledge of financial procedures and principles across areas of responsibility.

Key Performance Indicators (KPI's)

1. Ongoing compliance with all statutory obligations, policies and procedures relevant to the position
2. Meeting daily, weekly and fortnightly processing and accuracy targets
3. Sound relationship with internal and external customers with a high level of customer service.
4. Sound relationship with the Senior Management and the Chief Executive Officer.
5. Promotion and positive representation of the finance unit, including maintaining a high standard of confidentiality.



6. Compliant Records Management is adhered to for the secure protection of Corporate Records.
7. Active participation in Councils Cybersecurity training and awareness
8. Compliance with Croydon Shire Council's Code of Conduct.
9. Contribution to the efficient and productive operation of the Local Government Organisation.
10. Performance of work and associated functions in a safe manner.
11. Compliance with Croydon Shire Council's Work Health and Safety Management System.

Selection Criteria

1. Sound knowledge of financial procedures and principles across areas of responsibility.
2. Experience leading a team.
3. Experience in and understanding of Local Government.
4. Intermediate Microsoft Office suite skills and EDRMS like Magiq Records Management system.
5. Ability to learn and implement the administrative aspects of the position including correspondence, record keeping and maintaining accurate data.
6. Ability to establish and maintain strong working relationships across peer and internal customer groups.
7. Ability to implement time management skills coupled with ability to prioritise and apply attention to detail to achieve a high level of accuracy.
8. Experience and knowledge in PCS – Practical software.

Certification

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

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer: Jacqui Cresswell

Chief Executive Officer Signature _____

Date ____/____/____