

# POSITION DESCRIPTION



<b>TITLE</b>	Finance Officer
<b>DEPARTMENT</b>	Financial Services
<b>AWARD</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>CLASSIFICATION</b>	Level 2.1 - 3.4
<b>REPORTING OFFICER</b>	Manager of Financial Services
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

Employ strong corporate governance and continue to manage finances in a responsible and sustainable manner.

## OBJECTIVES

To assist with Council’s financial and administrative functions as required in an effective and efficient manner in accordance with Council’s policies and procedures.

Contribute to the timely delivery of financial functions including but not limited to procurement, bank reconciliation and debtors.

## KEY RESPONSIBILITIES

- Maintaining and updating all debtor documentation;
- Processing of all debtor invoices and payments;
- Following up debtor statements and outstanding invoices;
- Assist with ensuring financial records are accurate, complete and conform to Councils policies and procedures;

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- Assist with maintenance of Council's property Data Base and Rating operations in accordance with the requirements of the Local Government Act 2009;
  - Ensure all Council's purchasing meets Council's Procurement Policy and associated legislative requirements;
  - Prepare and reconcile bank statements;
  - Maintain the Council's purchase order system;
  - Reconciliation of suspense accounts and trust accounts;
  - Assist with reconciliation and submission of Business Activity Statement to ATO;
  - Assist staff with any queries regarding finance or Practical Plus;
  - Assist with maintenance of Council's Job Costing system;
  - Assist in the supply of finance information to Auditors
  - Assist in the provision of other administrative support including answering phones, front counter enquiries and other general clerical support duties;
  - Other duties as required
  - All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

## REQUIREMENTS OF THE POSITION

- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes
- High level of organizational skills and the ability to prioritize work
- Ability to exercise confidentiality, tact and discretion;
- Good interpersonal skills including telephone and customer service skills
- High level written and verbal communication skills
- Knowledge & thorough understanding of Council financial Policies and Procedures
- Have the knowledge or ability to acquire knowledge of Council's accounting system
- Sound knowledge of financial procedures
- Desire and ability to successfully complete a relevant qualification;
- Proven work experience as a Finance Officer or similar role;
- Current 'C' Class Drivers Licence.

## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
  - (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
  - (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
  - (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
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## DUTIES OF WORKER USE PPE

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- (1) This section applies if a PCBU provides a worker with PPE.
  - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
  - (3) The worker must not intentionally misuse or damage the equipment.
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