



POSITION DESCRIPTION

Position Title: Contract Finance Officer
Classification: Level 5
Tenure: Full Time (Temporary Contract to 30 June 2019)
Award: Local Government Industry Award 2010
Department/section: Finance/Administration

1. POSITION OBJECTIVES

- Assist and provide support in all Synergy Soft modules
- Complete finance/administration related projects as required within the level of this position and the broad banding
- Provide assistance to the Finance Manager in finance and administration within the level of this position and the broad banding

2. KEY RESPONSIBILITY AREAS

2.1. Customer Service

- Provide excellent external customer service at all times
- Interact professionally with all Council staff at all times

2.2. Finance/Administration Projects

- Work on the following projects to improve internal systems and processes, and manage compliance/operational legacy matters:
 - Provide training for staff in processing transactions in relevant Synergy Soft modules
 - Work with IT Vision and the Shire's ICT provider to improve security in the following Synergy Soft modules: creditors, payroll and records
 - Implement Synergy Soft Purchase Order module
 - Review procurements processes, including creditors, with focus on improving financial controls and security
 - Reconcile Trust account and Trust ledger
 - Review Procedure Manual for Finance and Administration activities
 - Develop, document, and implement Finance and Administration procedures currently absent from Procedure Manual
 - Capture finance compliance items in the Shire's Governance Calendar

2.3. General Finance/Administration Duties

- Assist with completing bank reconciliations and process journal adjustments as required
- Assist in ensuring rental debtors and creditors are correctly processed, and rental bonds are paid
- Assist with ATO matters, such as BAS and FBT

- Assist with complying with Taxable Payment Reports (TPAR) for creditors

2.4. Other

- Assist with any other projects as directed
- Any other duties consistent with the level of this position and the principles of broad banding

3. ORGANISATIONAL RELATIONSHIPS

Reports to: Finance Manager

Supervision of: Nil

Internal Liaisons: CEO
Shire Employees

External Liaisons: Guests and Visitors
General Public / Ratepayers
Creditors / Debtors

4. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Finance Manager.

5. SELECTION CRITERIA

5.1. Essential

- Sound knowledge of Synergy Soft
- Finance and Administration experience in WA Local Government
- 3-5 years experience in a finance role
- Sound communication skills - both written and verbal
- Sound knowledge of the Microsoft Office suite of programs, particularly Excel and Word
- Ability to work individually and in a team environment
- Possession of a National Police Clearance
- Be prepared to undergo a medical examination
- High School Certificate
- Hold a current "C" class Driver's License

5.2. Desirable

- Knowledge of local Shire and surrounding areas
- Tertiary qualification in relevant discipline