



POSITION DESCRIPTION

Position Title: Administration/Finance Officer
Classification: Level 4
Tenure: Permanent Part-time (0.6 FTE)
Award: Local Government Industry Award 2010
Department/section: Finance and Administration

1. POSITION OBJECTIVES

- To manage the sundry debtor, transactional banking and payroll functions and processes of the organisation;
- To provide driver and vehicle licencing services on behalf of the Department of Transport;
- Assist and provide support in front counter customer service, creditors, building, town planning, rental debtors and records; and
- Provide assistance to the Finance and Administration Manager in finance and administration within the level of this position and the broad banding.

2. POSITION COMPETENCIES

2.1 Skills

- Sound communication skills - both written and verbal;
- Demonstrated customer service skills;
- High level of computer literacy and proficiency, including use of Microsoft suite of applications;
- Proficiency with Synergy Soft software;
- Developed time management and organisational skills;
- Sound reception and telephone skills;
- Developed analytical and problem solving skills;
- Capacity to learn new skills and to quickly adapt to changes in instructions, procedures and technologies when required;
- Demonstrated ability to work in and promote a team environment;
- Ability to work safely and be proactive in supporting the safety and health of others.

2.2 Knowledge and Behaviours

- Sound knowledge and experience in financial practices and procedures;
- Knowledge of relevant legislation affecting local government and its application;
- Knowledge of local government practices and procedures, including reporting processes;
- Working knowledge of local Shire and surrounding areas;
- Sound knowledge of record keeping practices.

2.3 Qualifications and Experience

- Demonstrated 1 year minimum experience in similar role within local government or like organisation;

- Tertiary level qualification in accounting / administration;
- Finance and / or administration experience in WA Local Government.

3. KEY RESPONSIBILITY AREAS

3.1. Customer Service

- Respond to telephone and counter enquiries and, when necessary, refer calls to the appropriate Officer and initiate the appropriate action;
- Department of Transport licencing;
- Assist in library and other reception/customer service duties; and
- Assist in front counter receipting, Council facility bookings, mailing, banking & records management and general enquiries as required.

3.2. Sundry Debtors

- Responsible for processing of sundry debtors' invoices and reconciliation of sundry debtor statements to ensure that sundry debtor records are maintained to a high standard in accordance with Shire policies and procedures;
- Ensure all sundry debtor invoices are checked for accuracy and approved by the Finance and Administration Manager before being issued;
- Ensure invoices, once approved are sent out to the debtor in a timely manner;
- Ensure month end statements are sent out to relevant debtors, once approved by the Finance and Administration Manager;
- Ensure interest has been processed for applicable debtors and is included on the month end statements before they are sent out;
- End of month reconciliation of sundry debtors; and
- Follow debt collection procedures in accordance with Council Policy for outstanding sundry debtors.

3.3. Transactional Banking

- Processing of bank statement receipting;
- Processing of sundry payments;
- Performing bank reconciliations in a timely manner;
- Follow up of any outstanding items;
- Liaising with the bank if required; and
- Processing of bank transfers, as directed.

3.4. Payroll

- Process the fortnightly payroll and attend to other personnel functions including the application of employment agreements, issuing payment summaries and processing superannuation functions;
- Ensure that authorised deductions are made from employees pay and that amounts deducted are remitted by the due date to the payee;
- Record, monitor & reconcile all leave applications & leave records; and
- Ensure that workers compensation records are maintained, and claims are processed.

3.5. General

- Assist with various projects as directed;
- Comply with all reasonable tasks and instructions relating to Occupational Safety and Health;
- Capture and maintain records in accordance with the Shire's Recordkeeping Plan and relevant legislation;

- Adhere to the Employee Code of Conduct; and
- Any other duties consistent with the level of this position and the principles of broad banding

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Finance and Administration Manager

Supervision of: Nil

Internal Liaisons: CEO
Shire Employees

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

5. EXTENT OF AUTHORITY

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

6. SELECTION CRITERIA

6.1. Essential

- Sound knowledge and experience in financial practices and procedures;
- Sound communication skills - both written and verbal;
- Demonstrated customer service skills;
- High level of computer literacy and proficiency, including use of Microsoft suite of applications; and
- Demonstrated 1 year minimum experience in similar role within local government or like organisation.

6.2. Desirable

- Tertiary level qualification in accounting / administration
- Working knowledge of local Shire and surrounding areas
- Proficiency with Synergy Soft software;

6.3. Additional Requirements

It is an inherent requirement of this role that the employee holds and maintains a valid WA Driver's Licence – minimum "C" class.

Preferred candidates may be required to obtain a National Police Clearance, Working with Children Check and undergo a medical examination to confirm fitness to work before an offer of employment is made.

7. SIGNATURES

Manager/Supervisor: _____

Employee: _____
Date: _____ / _____ / 20____