



POSITION DESCRIPTION – SENIOR FINANCE OFFICER

Position Title:	Senior Finance Officer
Classification:	Level 5
Tenure:	Part time, permanent (0.8 FTE)
Award:	Local Government Industry Award 2020 (State Industrial Agreement)
Department/section:	Corporate Services

1. POSITION OBJECTIVES

To provide accurate and efficient finance support in maintaining and reporting on the Shire's finance and records system, and provide assistance to the organisation, with compliance in accordance with procedures, Council policy and legislative requirements.

2. POSITION COMPETENCIES

2.1 Skills

- Well-developed communication skills – both written and verbal
- Strong numeracy and data entry skills
- Strong computer and word processing skills, including working knowledge of the Microsoft Office suite
- Well developed time management and organisational skills

2.2 Knowledge and Behaviours

- Sound working knowledge of SynergySoft or Altus
- Understanding of record management requirements in a local government context
- Understanding of the Local Government Act and relevant legislation
- Ability to work independently, and in a team environment

2.3 Experience and Qualifications

- 3-5 years' experience in a finance role
- Finance and administration experience in WA Local Government
- Tertiary qualification in relevant discipline
- Minimum Year 12 WACE Certificate achieved, or recognised equivalent
- Hold a current Driver's Licence (minimum "C" class)

3. KEY RESPONSIBILITY AREAS

3.1 Finance / Administration

- Perform end of month processes, including but not limited to reconciliations and preparation of the Monthly Financial Statements
- Perform end of year processes, including but not limited to accruals and preparation of the Annual Financial Statements

- Prepare council reports as required
- Maintain General Ledger and Job Ledger including but not limited to preparation, input and reconciliation of transactions and input of journal entries as required
- Provide support for staff with relevant SynergySoft and Altus modules
- Maintain internal procedures manuals including procurement, recordkeeping, finance
- Action finance compliance items in the Shire's Compliance Calendar
- Assist with ATO matters, such as BAS and FBT
- Process BPay creditor payments
- Provide relief for finance staff
- Provide assistance with annual budget and budget review process
- Motor vehicle and property insurance claims
- Provide excellent external customer service in accordance with the Shire's Customer Service Charter

3.2 Recordkeeping

- Maintain the records management system
- Oversee training and advice to the Shire on appropriate records management practices
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan
- Ensure compliance with the provisions of the *State Records Act 2000* including but not limited to reviewing and updating the Shire's Recordkeeping Plan and procedures
- Ensure timely and accurate destruction of records as per the Record Destruction Authority

3.3 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Support the principles of equity and diversity within the workplace to be respectful and inclusive
- Adhere to Council policies, procedures, guidelines and standards
- Be open and accountable in participating in all performance management processes
- Participate in learning and development opportunities as agreed
- Undertake any other duties, as reasonably assigned by the CEO or Manager Corporate Services, within known competencies or with adequate instruction / training

3.4 Occupational Safety and Health

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Corporate Services
Supervision of:	Nil
Internal Liaisons:	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 Manager Corporate Services within the Shire's established guidelines, procedures and policies of Council as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

6. ACCEPTANCE AND SIGNATURES

I acknowledge and accept the requirements of the Senior Finance Officer Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20__