



Position Description

A. POSITION PROFILE

Position:

Finance Officer

12month Maternity Relief Position

Position Evaluation:

Award: Band 2 Level 1

Salary System Grade: 11

Conditions of Employment:

*Australian Citizen or Right to Work in Australia
Local Government (State) Award
12month Maternity Relief Position*

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

General Manager

Section:

Finance and Customer Service

Location:

Cootamundra

Gundagai

Direct Supervisor:

Manager Finance

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

This role provides technical assistance to the Finance Manager to manage the finances of Council. This role provides support for the completion of financial reporting requirements, inputs financial data, and provides general administrative support.

C. KEY RESPONSIBILITIES

1. Ensure that grant reporting is accurate timely, and that grant acquittals comply with all relevant reporting requirements.
2. Ensure that financial reports and reconciliations are prepared accurately for submission on a timely basis.
3. Ensure that data entry and system input requirements are completed accurately regularly on a timely basis.
4. Ensure all administrative tasks assigned are completed accurately and in a professional and timely manner.
5. Ensure that efficient systems are in place so that all financial transactions are made in a timely manner.

D. DUTIES

1. Provide administrative assistance to the Manager Finance.
2. Assist the Finance Team with the preparation of documents including correspondence and reports.
3. Respond as appropriate to customer requests and incoming correspondence.
4. Maintain a grants register for all successful grant applications and prepare monthly reconciliations for unexpended grant income and grant debtors.
5. Prepare financial reports to meet grant funding requirements, including grant acquittals.
6. Assist the Finance Manager with the preparation of financial reports, supported by workpapers, as requested.
7. Conduct annual stores and inventory stocktakes and reconciliations.
8. Perform the role of Accounts Payable Officer in a relief capacity, as required.
9. Perform the role of Debtors Officer in a relief capacity, as required.
10. Assist Council staff to access financial information for the completion of returns and reports.
11. Perform system data entry and journals, including processing of plant sheets, maintaining appropriate documentation for all data entry.
12. Continually investigate and improve financial management systems and processes to support Council's diverse financial reporting needs.
13. Maintain a strong working knowledge of the Authority system, and provide assistance with the implementation of system developments and improvements.
14. Ensure that all workpapers are prepared in accordance with procedures set by the Finance Manager.
15. Ensure that all Financial Reports and workpapers are appropriately filed in Council's Records Management System.
16. Actively participate in relevant regional Civica user group workshops and NSW Local Government Finance Professionals networking and workshops.
17. Carry out any other duties that are within the limits of the employees' skill, competence and training.

E. ESSENTIAL CRITERIA

1. Demonstrated experience (minimum 2 years preferred) in financial administration.
2. Demonstrated understanding of financial reporting and reconciliations.
3. Demonstrated ability to provide reports and reconciliations.
4. Strong computer literacy, including with the Microsoft office suite and business accounting software systems.
5. Accurate record keeping skills, attention to detail, ability to identify and address errors.
6. Demonstrated interpersonal skills including the ability to interact and negotiate in a professional manner with members of the public, other external parties and staff at all levels of the organisation.
7. Demonstrated research, analytical and problem-solving skills and ability to investigate matters in a methodical and detailed manner.
8. Demonstrated time management skills, with the ability to prioritise and organise own workload and work with minimal supervision.
9. Proven ability to work autonomously and in a team environment.
10. Current NSW Class C Driver's

F. DESIRABLE CRITERIA

1. Certificate III in Business Administration.
2. Experience working in Local Government.