



# Position Description

<b>Position Title:</b>	Finance Officer
<b>Department:</b>	Corporate & Community Services
<b>Classification:</b>	Grade 19 Carrathool Shire Salary System
<b>Employment Condition:</b>	Local Government (State) Award
<b>Additional Benefits:</b>	Rostered Day Off, Uniform Allowance
<b>Basis of Employment:</b>	Permanent Full Time 35 hours per week

All employees of Carrathool Shire Council are expected to provide the highest standards of performance and customer service to ensure Council proudly upholds values of **Respect, Service, Integrity, Teamwork and Sustainability** in its daily operations.

## POSITION PURPOSE

To assist and provide support to achieve maximum efficiency and effectiveness across all areas within the Finance Department.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Corporate and Community Services
Direct reports:	Nil
Internal Liaisons:	All Council staff
External Liaisons:	Government bodies, suppliers

## CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

### Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
- Present a positive image of Council at all times.

### Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
- Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Comply with Council's Code of Conduct and requirements of EEO and anti discrimination policies.
- Ensure accurate and timely record keeping in accordance with Council's requirements.

### Work Health and Safety

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
- Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.
- Contribute to work health and safety of self and others.

- Attend and participate in all training as directed.

### **Risk Management**

- Assist council supervisors and managers in identifying and assessing hazards at the workplace.
- Be aware of and follow Council's risk management procedures when undertaking tasks or projects.
- Do not interfere or misuse any safety device or equipment which has been provided.

### **Environmental Responsibilities**

- Consider the protection of the environment when undertaking Council activities.

## **KEY ACCOUNTABILITIES AND DUTIES**

1. Participate in the medium and long term planning of the Finance Department to ensure it meets Council's requirements.
2. Provide effective input at Departmental meetings in order to improve the overall management of operations and to ensure and enhance sound internal control procedures.
3. Maintain the fixed asset and plant assessment management systems including input of new items, coding and reconciliation with ledgers.
4. Address a broad range of systems enquiries and issue new General Ledger/Job Costing numbers to ensure appropriate control is maintained over the system, including liaising with all other users of Council's costing and plant systems.
5. Prepare and process manual journals and job costs adjustments as required into Council's Finance system.
6. Check and sign expenditure vouchers and ensure consistency with Council's internal control procedures.
7. Provide advice and support to Creditors Officer, Payroll Officer and Rates Officer in inputting data, maintaining registers and reconciliation of General Ledgers.
8. Undertake tasks associated for the preparation of Quarterly Budget Reviews and the completion of various expenditure statements as required ensuring accurate and timely information is provided to Council.
9. Assist in the completion of Statutory and statistical returns relating to financial and administration functions of Council.
10. Assist in preparation of Council Budgets, Annual Financial Statement and Integrated Planning and Reporting (IP&R) documentation.
11. Monitor and control expenditure and ensure consistency with services delivered.
12. Assist in the review and enhance Council's costing and reporting systems having regard to changes in requirements and developments in the industry.
13. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## **COMPULSORY REQUIREMENTS OF THE POSITION**

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.

## SELECTION CRITERIA

### Essential

1. Qualifications in Accounting or Finance at Certificate level or equivalent experience.
2. Demonstrated knowledge of computer and financial system applications including accounting packages, spreadsheets and email systems.
3. Working understanding of expenditure management practices in areas in asset management, stock control and plant system maintenance.
4. Demonstrated knowledge of financing accounting procedures including budgeting, costing and general ledger processes.
5. Developed interpersonal skills with the ability to communicate effectively at all levels within the organisation.
6. Demonstrated organisational skills, ability to prioritise, maintain accuracy and meet deadlines with minimal supervision.
7. Demonstrated written and oral communication skills.
8. Class C drivers licence.

### Desirable

1. Basic Understanding of the structure and functions of Local Government.
2. Experience in general finance duties including ledger reconciliations and online banking.
3. Experience in operation of Practical software or other associated accounting package.

*Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.*

### REVISION

Date	Amendment
Aug 2017	Creation
May 2018	Amend Grade (20-21)

# Job Demands

PHYSICAL DEMANDS		Freq.
<b>Sitting</b>	Remain in a seated for an extended period of time	R
<b>Standing</b>	Standing in an upright position without moving about	I
<b>Walking /Running</b>	Walking or running on even surfaces	O
	Walking or running on uneven surfaces	N/A
	Walking up or down steep slopes	N/A
	Walking whilst pushing objects	N/A
<b>Bending/Twisting</b>	Forward or backward bending or twisting at the waist	I
<b>Kneeling/Squatting</b>	Flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	I
<b>Squatting/Crouching</b>	Squat or crouch posture to perform tasks	I
<b>Leg / Foot Movement</b>	Use of leg and / or foot to operate machinery	N/A
<b>Climbing</b>	Climbing up or down stairs, ladders, scaffolding etc	N/A
	Climbing under or over machinery	N/A
<b>Lifting/Carrying</b>	Raise or lower objects from one level or position to another while holding the object (eg whipper snipper)	N/A
	Light lifting and carrying: 0 – 9 kgs	I
	Moderate lifting and carrying: 10 – 15 kgs	N/A
	Heavy lifting and carrying: 16 kgs & above	N/A
<b>Reaching</b>	Reaching overhead with arms raised above shoulder height or forward reaching with arms extended	I
<b>Pushing/Pulling. Restraining</b>	Using force to hold / restrain or move objects toward or away from the body	N/A
	Pushing/pulling objects also includes striking or jerking	N/A
<b>Hand/Arm Movements</b>	Use of hands/arms eg stacking, reaching, typing, sweeping, sorting, mopping and inspecting	R
<b>Grasping</b>	Gripping, holding, clasping with fingers or hands	R
<b>Manual Dexterity</b>	Fine finger movements – keyboarding, writing, tightening a nut	R
<b>Work at Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work or any work where person stands on an object other than the ground	N/A
<b>Driving</b>	Operating any motor powered vehicle/plant	I
	Operating any motor powered vehicle on unsealed road	N/A
<b>Head/Neck Postures</b>	Holding head in a position other than neutral (facing forward)	I
	Repetitive movements of hands and arms	R

SENSORY DEMANDS		Freq
<b>Sight</b>	Sight is an integral part of work performance, eg. computer operation, work at night	R
<b>Hearing</b>	Environmental / noisy area e.g workshop, machinery	N/A
<b>Smell</b>	Smell is an integral part of work performance, eg. Working with chemicals	N/A
WORKING ENVIRONMENT		Freq
<b>Dust</b>	Exposure to atmospheric dust eg sawdust	N/A
<b>Gases</b>	Working with explosive or flammable gases	N/A
<b>Fumes</b>	Exposure to noxious or toxic fumes	N/A
<b>Liquids</b>	Working with liquids that may cause skin irritations if contact is made	N/A
<b>Biological Hazards</b>	Exposure to body fluids, bacteria, infectious disease , waste, garbage etc.	N/A
<b>Extreme Temperatures</b>	Environmental temperatures are less than 15 °C or more than 35 °C	N/A
<b>Sunlight</b>	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	N/A
<b>Slippery / Uneven Surfaces</b>	Greasy or wet floor surfaces, ramps, uneven ground	N/A
<b>Confined Spaces</b>	Claustrophobic work	N/A
<b>Hazardous Substance</b>	Handling, transporting, storage of hazardous substances	N/A
PSYCHOSOCIAL/PSYCHOLOGICAL DEMANDS		Freq
	Customer service involving interacting with distressed or angry people	I
	Interacting with people with mental illness / disability	I
	Working with dead or injured animals	N/A

## EXPOSURE TO FACTOR - FREQUENCY KEY:

<b>R</b>	<b>Repetitive</b>	Multiple times in an hour
<b>C</b>	<b>Constant</b>	On average more than 5 times per week
<b>F</b>	<b>Frequent</b>	On average 3-4 times per week
<b>O</b>	<b>Occasional</b>	On average less than twice a week
<b>I</b>	<b>Infrequent</b>	On average once a month or less
<b>N/A</b>		Not relevant
<b>Definition:</b> Extended Period – More than one hour at a time		