



Senior Finance Officer Position Description

Shire Values

Adaptability, Perseverance, Accountability, Diligence

POSITION TITLE

Senior Finance Officer

DEPARTMENT / SERVICE AREA

Finance

INDUSTRIAL AWARD

Local Government Officers' (Western Australia) Award 2021

CLASSIFICATION

Level 7/1 – 7/4

Two days a week minimum

POSITION REPORTS TO (ROLE)

Chief Executive Officer

SUPERVISION OF

Finance Officer

LAST DATE PD REVIEWED

29/11/2024

**LINKS TO CORPORATE PLAN
OBJECTIVES**

- Improve accountability and transparency
- Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs
- Prudently manage our financial resources to ensure value for money

POSITION CERTIFICATION DATE: 03/06/2024

**APPROVED BY: ALAN HART
CHIEF EXECUTIVE OFFICER**

POSITION OBJECTIVES

To be responsible for the financial health of the Shire by administering day to day accounting operations to meet legal requirements.

The incumbent should be familiar with audits, invoices and budget preparations, and demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable, and accounts receivable. You should also have excellent organisational skills and be able to handle time-sensitive tasks.

KEY RESPONSIBILITIES AND DUTIES

CUSTOMER SERVICE

- Participates in providing back up counter and telephone enquiries relating to Shire and Australia Post

FINANCE

- Assist the CEO with the production of statutory and management financial reports.
- Provide finance advice to other staff members as required.
- Perform monthly bank reconciliations.
- Reviewing and checking journals prepared by CEO
- Process asset depreciation
- Prepare and reconcile asset additions and disposals for reviewing and checking
- Reconciliation of the fuel facility transactions for reviewing and checking by CEO.
- Reconciliation of the depot fuel transactions for reviewing and checking by CEO.
- Undertake end of month tasks as required
- Assisting with creditors
- Monitoring bonds account
- Prepare monthly BAS report
- Overall responsibility of Council's insurance portfolio, this includes participation where required, including but not limited to:
 - Updating schedules for plant and equipment, land and buildings, and other schedules as required by LGIS.
 - Reporting to the Management Team on a monthly basis an outstanding claims status report.

OTHER

- Assist with the preparation of Council's monthly Agenda and Information Bulletin, including but not limited to:
- Monthly creditors report.
 - Monthly debtors report.
 - Monthly credit card payment report.
- Assist with the following statutory compliance issues:
- Annual Budget and regular Financial Reports
 - Annual Budget Review
 - Other activities and functions that this position participates in are found in the Shire's Roles and Responsibilities Matrix.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, and approved policies and procedures
- Comply with Shire's EEO Policy
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role / position
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Deliver effective uses of the Shire's resources (staff, equipment and other) within the levels of accountability

REQUIREMENTS OF THE POSITION

At this level, Officers operate under limited direction and exercise responsibility for various functions within the department and/or Local Government or operate as a member of a specialised professional team, or independently.

- General features at this level require Officers' involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the employer and/or activities undertaken by sections of the community served by the Local Government. Officers will also be required to monitor policies and activities within the work area.
- Officers are involved in the formation/establishment of programmes, the procedures and work practices within the department and will be required to provide assistance to other Officers, sections and/or departments.
- In addition positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.
- Officers are required to set outcomes in relation to their section and/or function and may be required to negotiate matters on behalf of the work area.

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level.

- comprehensive knowledge of the employer's policies and procedures.
- application of a high level of discipline knowledge.
- qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience.

or

- lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard.

or

- a combination of experience, expertise and competence sufficient to perform the duties required at this level.

EXTENT OF AUTHORITY

The extent of authority for an employee at this level includes:

- managing a work area of the Local Government.
- exercising significant delegated authority.
- decisions and actions taken at this level having significant effect on programme/projects/work areas being managed.

WORK SAFETY AND HEALTH STATEMENT OF OUTCOMES

While at work all of our employees, including contractors and volunteers will be expected to:

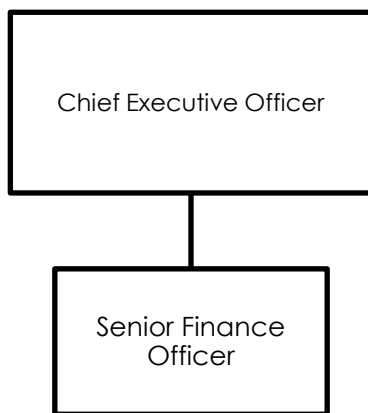
- ensure their own safety and health at work. and
- avoid adversely affecting the safety or health of any other person through any act or omission at work.
- comply with safety and health instructions given by the Shire, including any direction to wear personal protective clothing or equipment.
- report all hazards, injury or harm to health in our workplaces to the Shire in a timely fashion and assist with any investigations when required.
- cooperate with the Shire in our efforts to carry out our legislatively imposed safety and health duties

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

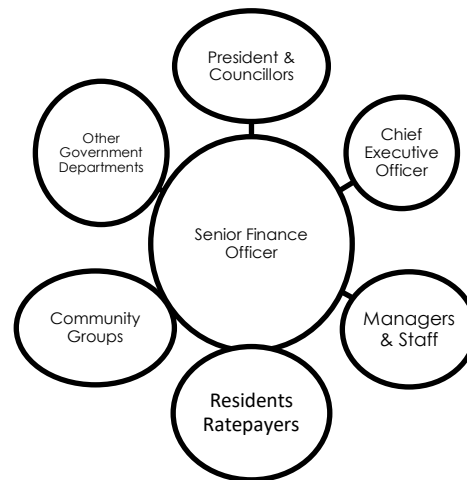
- The Shire of Wandering will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination (including Equal Employment Opportunity) and workplace bullying.
 - The Shire aims to ensure harassment, discrimination and workplace bullying does not occur, but in the event that it does, appropriate action is taken immediately. The Shire also commits to educate employees as to the nature and effects of harassment, discrimination and workplace bullying and to provide the necessary resources to inform them of the contents of this policy, their rights and responsibilities.
 - The Shire recognises its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, age, disability, religious or political convictions.
 - All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.
 - All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.
 - All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
- The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability

POSITION LIAISES WITH:

ORGANISATIONAL RELATIONSHIP



INTERNAL & EXTERNAL LIAISON



SELECTION CRITERIA

ESSENTIAL

- Experience in a similar role.
- Ability to work independently.
- Well-developed interpersonal, written and verbal communication skills.
- Well-developed time management and organisational skills.
- High level of accuracy and attention to detail.
- Advanced proficiency in Microsoft Office applications.
- Knowledge of finance related software applications.

PREFERRED

- Ability to impart knowledge regarding document structure and control.
- Understanding of the segregation of duties to ensure statutory compliance.
- Current C Class Drivers Licence

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, work with screen based equipment

BEHAVIOURAL COMPETENCIES

- High level of attention to detail and exceptional presentation skills.
- High level of customer service orientation and can-do attitude.
- Highly developed interpersonal skills.
- Sound leadership and decision-making ability.
- Ability to work as a team member.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

This position description will be reviewed annually as part of the annual performance appraisal process.