

Position Description

Position Title:	Finance Officer
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 4-5
Employment Type:	Full time
Department:	Corporate & Financial Services / Financial Control
Reports to:	Finance Manager
Direct Reports:	Nil

POSITION OBJECTIVE

The Finance Officer is responsible for administering Council's main revenue collection function through delivery of rates and water levies, collection of outstanding rates and other debts and resolutions of enquiries / complaints related to these.

They are also responsible for assisting in the preparation of Councils key financial deliverables including annual budget, operating and capital expenditure reports, long term financial strategy and model, quarterly reviews, annual reports and performance monitoring.

The role requires a high level of professionalism, a commitment to high-quality service delivery, and a proactive approach to continuous improvement, ensuring outcomes align with the best interests of Council and the community.

KEY POSITION RESPONSIBILITIES

Revenue Management

- Provide rates information, conduct rating modelling research and prepare sensitivity analysis for the annual operating budget.
- Liaise with external stakeholders/relevant Departments regarding the timely uploading of property valuation data and provide statistical analysis of valuation moments for budgeting purposes.
- Responsible for adjustment processes including journal entries/write offs, supplementary rate levies and interest on overdue rates.
- Responsible for the data accuracy and validity in the property, rates and water modules.
- Responsible for rate and building searches.
- Responsible for debt recovery processes in accordance with statutory legislation and Council policies and procedures.
- Assist senior finance staff in preparation of financial reports, budgets, management reports and statutory returns when required.

- Responsible for accounts reconciliation of state/rural fire/pensioners and the rates ledger reconciliation to the general ledgers.
- Responsible for and liaise with water meter readers and review accuracy of the meter readings prior to input into the rates billing process.
- Engage and communicate with ratepayers through relevant response to queries and requests.
- Develop, document and review rating policies and procedures in consultation with senior finance staff and maintain currency with all relevant legislative compliance and statutory obligations as they apply to Council's rating process.
- Complete additional activities and reasonable directions given by management.
- Raise monthly, private works, community & ad hoc invoices to clients.
- Run monthly statements and issue to our clients as part of the month end process and following up on outstanding accounts.
- Responsible for reconciling the accounts receivable ledger to the general ledger as part of the month end process.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable data.
- Verify discrepancies and resolve clients' billing issues.

Financial Sustainability

- Assist the Finance Manager with maintaining and updating accounting policies and manuals; develop and prepare financial reports for Council, management and other portfolios as required, and on an ad hoc basis; budget and financial statement development and reviews; BAS, FBT and long-term planning with QTC model; and other tasks as required.

Financial Control

- Assist senior finance staff in reviewing and maintaining financial registers including but not limited to trust funds, investment, audit, insurance, work orders and capital works.
- Assist in balance sheet reconciliations as per Council's schedule.
- Assist Stores and Flinders Discovery Centre with stocktake processes as per financial timeframe while providing training to staff on undertaking transactions and compliance with procurement.
- Assist in ensuring sufficient funds are available for scheduled Creditors and Payroll payments and transfer of funds as and when required.
- Assist in maintaining general ledger accounts including processing adjustments, journals and depreciation expenses as per Councils financial schedule.
- Assist with audits both internal and external as and when required and responding to queries within required timeframes.
- Assist in maintaining and updating capital works program and capitalising completed capital projects.
- Assists in coordinating with Stores and complete Fuel Stocktakes monthly.
- Assist in all end of month processes.

SELECTION CRITERIA

Essential

- Relevant (or working towards) tertiary qualifications in Accounting, Finance, Commerce or a related discipline, and/or demonstrated experience in a finance, revenue, accounts receivable or local government financial administration role.
- Demonstrated experience in financial administration, including accounts receivable, reconciliations, invoicing, debt recovery, revenue management processes, and maintaining accurate financial records and systems.

- Advanced proficiency in Microsoft Excel and demonstrated ability to use computerised financial management systems, with the capability to quickly learn new software, databases and records management systems.
- Highly developed communication and interpersonal skills, with a demonstrated ability to provide professional customer service, respond effectively to enquiries, and build productive working relationships with internal and external stakeholders.
- Demonstrated ability to work independently, manage competing priorities, meet deadlines, exercise sound judgement, maintain confidentiality, and contribute to continuous improvement, compliance and organisational objectives.

Desirable

- Experience in budget development, financial reporting, account reconciliations, financial analysis, financial modelling and the interpretation of financial information to support business decision-making.
- Knowledge of local government financial operations, rating systems, water billing, debt recovery processes and the legislative framework including the *Local Government Act 2009* and *Local Government Regulation 2012*.
- Experience in developing, reviewing or implementing financial, administrative or operational policies, procedures, systems or process improvements.
- Experience contributing to financial projects, system implementations, business improvement initiatives, audits or organisational change activities.

CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - Changing workforce capabilities through multiskilling, succession planning, knowledge management.
 - Changing technologies and operational procedures by expanding your knowledge of future trends and required competencies.
- Willingness and ability to set the example and live the values.

- Willingness and ability to advocate a positive and constructive organisational culture.
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such.
- Willingness and ability to integrate the competing demands of work, home, community, and self.

Corporate Responsibilities

All employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden. However, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - Prepared to work flexible hours to meet the requirements of the position.
 - Willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - Medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner.
 - Prepared for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Employees across all Council portfolios through to senior leaders including CEO.

External: General public, government departments, contractors, suppliers, and community groups.

Delegations: Finance Officer works under regular direction within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and

knowledge and has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Level 4: Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give independent advice and/or information to the organisation and clients in relation to specific areas of their responsibility.

Level 5: Employees at this level are subject to broad guidance or direction and would report to more senior employees as required.

ROLE CLASSIFICATION PROGRESSION

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Level 5: Employees at this level are subject to broad guidance or direction and would report to more senior employees as required.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Melanie Wicks, Director of Corporate and Financial Services

Signature: _____ **Date:**/...../.....

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: _____ **Date:**/...../.....