

DOCUMENT TYPE:	Position Description
POSITION:	Finance Officer
POSITION SUPERVISOR:	Financial Accountant
POSITION DIRECTORATE:	Corporate Services
POSITION DEPARTMENT:	Finance
POSITION TERM:	Fixed Term – 30 June 2025
POSITION STATUS:	Full Time
POSITION AWARD CLASSIFICATION:	Band 4
POSITION DESCRIPTION VERSION NUMBER:	1
POSITION DESCRIPTION DATE ADOPTED:	May 2024
POSITION DESCRIPTION REVIEWED BY:	Manager Financial Services
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p><b>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</b></p> <p><b>This document is available in alternative formats (e.g. larger font) if requested.</b></p>	

## 1 POSITION OBJECTIVES

The objective of this position is to assist Council's Financial Services Department with the administration of the Loddon Shire's financial activities.

## 2 KEY RESPONSIBILITIES AND DUTIES

### 2.1 Financial management and reporting

The incumbent will:

- undertake daily bank reconciliations
- assist the Financial Accountant with cash flow activities
- assist with the collation, preparation and reporting of Council's Finance Reports
- assist with the production of the responsible officer reports after end of month roll over.

## 2.2 Financial information system

The incumbent will:

- assist with end of month procedures within the Financial Information System and ensure that the next month is opened within the system
- ensure appropriate internal financial controls are implemented
- assist with the end of financial year roll over process for the Financial Information System and ensure that the next financial year is opened within the system.

## 2.3 Budget, Financial Plan and end of financial year

The incumbent will:

- assist Manager Financial Services and the Financial Accountant with reconciliations for the end of financial year process
- assist Manager Financial Services and the Financial Accountant with the preparation of the Annual Budget and Financial Plan.

## 2.4 Staff development

The incumbent will:

- actively participate and contribute in monthly finance meetings, including completing actions and tasks that arise from such meetings.

## 2.5 Accounts payable

The incumbent will be required to understand the accounts payable functions of Council to be able to provide a backup for the Accounts Payable Officers by:

- preparing the creditor payments, using approved techniques twice monthly
- collating relevant documentation; substantiate receipts of goods and/or services, enter invoices for processing
- reconciling and reimburse the CEO's Advance Account
- ensuring provision of general ledger and creditor reports as required
- checking costing reports to ensure correct cost allocation.

## 2.6 Backfilling

The incumbent will:

- assist with the back filling of any Finance Department functions when members of staff take leave or require assistance.

## 2.7 Customer service

The incumbent will:

- deliver the best available advice, assistance and service to customers, which results in enquiries, being, satisfactorily answered or arrangements made for the issue to be addressed
- efficient and courteous attendance to public enquiries regarding Council related issues

- prepare routine correspondence and other correspondence and analysis as instructed by the Manager Financial Services or Financial Accountant
- carry out such other duties as may be required from time to time as authorised by the Manager Financial Services.

## **2.8 Other duties**

The incumbent will:

- complete project work as directed by the Manager Financial Services and Financial Accountant
- complete other duties as directed by management.

## **3 ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The incumbent will:

- be accountable for the provision of accurate financial information in accordance with practices and procedures of Council
- understand the work has scope for the exercise of discretion and confidentiality in the application of established financial standards and procedures.

## **4 JUDGEMENT AND DECISION MAKING**

The incumbent will have:

- some authority to make routine finance related decisions in accordance with instructions and delegation from the Manager Financial Services and Financial Accountant
- ability to consult with Management where required.

## **5 SPECIALIST SKILLS AND KNOWLEDGE**

The incumbent will have:

- competent clerical/administrative skills
- a developing knowledge of financial and accounting procedures
- sound understanding of double entry accounting
- a good knowledge of Council's financial operations and procedures
- high level of computer literacy.

## **6 MANAGEMENT SKILLS**

The incumbent will have:

- the ability to set priorities and work unsupervised in accordance with goals and objectives established by Management
- the ability to ensure satisfactory completion of tasks
- the ability to use own initiative.

## 7 INTERPERSONAL SKILLS

The incumbent will have:

- high levels of enthusiasm and motivation
- good verbal and written communication skills
- flexibility with a willingness to learn new procedures.

## 8 EXPERIENCE

The incumbent will:

- Diploma qualification (or working towards) in a bookkeeping or accounting related field or demonstrated comprehensive financial and administration knowledge and experience
- have a sound knowledge of finance transaction management.

## 9 QUALIFICATIONS

Qualification	Mandatory or Desirable
Diploma qualification in Bookkeeping or Accounting related field	<ul style="list-style-type: none"> <li>• Desirable</li> </ul>

## 10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

## 11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

## 12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	Financial Accountant
Internal liaisons	All Council staff
External liaisons	<ul style="list-style-type: none"> <li>• Council debtors</li> <li>• Council auditors</li> <li>• Ratepayers</li> <li>• Government departments</li> <li>• Information Technology support vendors</li> <li>• Council legal representatives</li> </ul>

## 13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. a sound knowledge of relevant accounting and financial procedures
2. experience in the operation of financial information systems
3. an ongoing commitment to professional development
4. ability to meet multiple deadlines set by management
5. able to problem solve issues
6. strong computing skills and knowledge.

## 14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

## 15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

### 15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

### 15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimization.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

### 15.3 Occupational health and safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

## 15.4 Risk management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system.

## 15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles.

## 15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by lawful instruction.

## 15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

## 15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

## 15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.



# FINANCE OFFICER

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council’s approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

## 15.1 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

## 16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent’s name: (Please print) .....

Incumbent’s signature: .....Date: .....

Manager’s signature: .....

Manager’s title: .....Date: .....