

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Finance Officer	REPORTS TO:	Chief Operating Officer
POSITION LEVEL:	Level 4	FINANCIAL DELEGATION	N/A
DEPARTMENT:	Corporate	BUSINESS UNIT:	Finance
REVIEWED BY:	Human Resources	NEXT REVIEW DATE:	N/A
APPROVAL DATE:	27 August 2019	APPROVED BY:	COO
2. POSITION CONTEXT			
<p>This position reports directly to the Finance Manager and is responsible for the provision of an effective range of Accounts Payable, Accounts Receivables and Payroll services that meet Australian Accounting Standards, Local Government Financial Accounting obligations, and the Katherine Town Council Enterprise Agreement requirements. The Finance Officer is a member of the finance team who are multi-skilled in all aspects of Accounts Receivable, Accounts Payable and Payroll.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Undertake day-to-day financial operations up to but not limited to processing creditor invoices and purchase orders, reconciling creditor accounts against monthly statements, process general ledger and plant journals, generate invoices, statements and/or adjustments to debtor invoices and rates notices; 2. Provide accounting software system training as required 3. Act as a key contact for financial queries from internal and external customers. 4. Assist in the collection of Council's outstanding accounts receivable. 5. Investigate advice and process all transactions relating to investments in accordance with Council's Investment Policy. 6. Ensure Council's financial policies, procedures and processes are adhered to and actioned accordingly. 7. May process fortnightly payroll including superannuation and deduction remittances, and process staff uniform entitlements in accordance with annual budget allocations. 8. Conduct all Council financial reconciliations, including daily bank reconciliation, ensuring adherence to the Council's relevant internal audit procedures. 9. Preparation of monthly BAS 10. Provide information/reports for the preparation of monthly reports to Council and the Annual Financial Statements, associated working papers and reconciliations for submission to the Auditors, ensuring the compliance with statutory deadlines. 11. Participate and contribute in Council's budget process. 12. Assist in the updating of Council's Fees & Charges policy, procedures and structure. 13. Assist in all areas relating to Rates & Charges including rates revenue (modelling), enquiries, collection of outstanding rates, BPay, direct debit, journal entries, etc. 14. Participating in project teams as required. 15. Assist the Finance Manager in ensuring Council's financial operations are accurate and delivered in a timely manner, take direction to complete tasks and undertake delegated duties; 16. Provide high level customer service through incoming telephone calls and counter enquiries. 17. Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster. 18. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties. 			
4. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in 			

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<p>activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.</p> <ol style="list-style-type: none"> 2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster; 3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; 4. Foster sustainable honest relationships with community and stakeholders 5. Perform and deliver results that align with organisations strategic direction and serve our community; 6. Work in accordance with Council’s Vision and Mission statement. 		
5. Level of Responsibility		
Authority & Accountability Level 8	Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.	
Judgment & Problem Solving Level 8	The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.	
Specialist Knowledge & Skills Level 10	Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.	
Management Skills Level 8	Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the ‘work face’.	
Interpersonal Skills Level 7	Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.	
Qualifications & Experience Level 8	Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through: <ol style="list-style-type: none"> (a) a trade certificate or equivalent; (b) completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or (c) knowledge and skills gained through on-the-job training. 	
6. SELECTION CRITERIA		
Essential	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities; • Current NT Drivers Licence; 	
Desirable	<ul style="list-style-type: none"> • Business Management/Finance or other related tertiary qualification; • Previous experience in Local Government role. 	
7. ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date: