

Position Title: Finance Officer	Position Number:
Department: Corporate & Community Development	Accountable to: Manager – Customer, Finance and Administration Services
Responsible for the supervision of:	N/A

KATHERINE TOWN COUNCIL
POSITION DESCRIPTION



VALUES	MISSION
Service Responsiveness Involvement Responsibility Equity Accountability	To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.

RESULTS	We are dedicated to serving our community and will listen to and proactively respond to their needs.
RELATIONSHIPS	We will partner with our community and our stakeholders to create sustainable honest relationships.
REASONS	We deliver results that align with our strategic direction and serve our community

PURPOSE	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.
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KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Processing creditor invoices and purchase orders • Reconciling creditor accounts against monthly statements • Process general ledger and plant journals • Provide accounting software system (Authority) training as required • Generate invoices, statements and/or adjustments to debtor invoices and rates notices. • Act as a key contact for queries from internal and external customers. • Maintain the creditors', debtors' and employee master information.

KEY RESPONSIBILITIES Cont...

- Assist in the collection of Council's outstanding accounts receivable.
- Investigate advice and process all transactions relating to investments in accordance with Council's Investment Policy.
- Ensure Council's financial policies, procedures and processes are adhered to and actioned accordingly.
- Process fortnightly payroll including superannuation and deduction remittances.
- Process staff uniform entitlements in accordance with annual budget allocations.
- Conduct all Council financial reconciliations, including daily bank reconciliation, ensuring adherence to the Council's relevant internal audit procedures.
- Perform end of month processes including general ledger and subsidiary ledgers reconciliation.
- Preparation of monthly BAS
- 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.
- Participate and contribute in Council's budget process.
- Assist in the updating of Council's Fees & Charges policy, procedures and structure.
- Assist in all areas relating to Rates & Charges including rates revenue (modelling), enquiries, collection of outstanding rates, BPay, direct debit, journal entries, etc.
- Participating in project teams as required.
- Provide high level customer service through incoming telephone calls and counter enquiries.
- Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- 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.

LEVEL OF RESPONSIBILITY

- Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
- Personal judgement is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
- Requires demonstrated competence in a number of key skill areas related to major elements of the job.
- Provides employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups at the 'work face'.
- Require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.
- Qualification of relevant experience in accordance with the requirements of the work.

SELECTION CRITERIA

- A high level of accuracy and numeracy with the ability to input data effectively.
- The ability to operate a variety of office equipment and software programs.

SELECTION CRITERIA Cont...

- Demonstrated experience in working in a high volume Accounts Payable, Accounts Receivable and process payroll in accordance with the Council's Enterprise Agreement.
- An excellent knowledge of the Goods and Services Tax (GST) in relation to Accounts Payable.
- The ability to deal with difficult customers in a consultative manner.
- The ability to communicate with all levels of staff, creditors and debtors.
- Sound knowledge in the use of a range of computerised office equipment and proficient use of suitable Microsoft products, including Microsoft Word and Excel.
- A thorough understanding of accounting procedures and computer based accounting systems.
- Previous experience in working with general ledgers, payroll, debtors and creditors.

ESSENTIAL:

- A current Northern Territory driver's C class licence

DESIRABLE:

Relevant Certificate qualification.

ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisations chart.

DELEGATION

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

PERFORMANCE STANDARD

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan.

PREPARED BY

Chief Executive Officer

DATE ISSUED

October 2017

SUPERVISOR

Chief Executive Officer

APPROVED BY

Chief Executive Officer