

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



KATHERINE  
TOWN COUNCIL

1. POSITION INFORMATION			
POSITION TITLE:	Finance Officer	REPORTS TO:	Finance Manager
POSITION LEVEL:	Level 4	FINANCIAL DELEGATION	N/A
DEPARTMENT:	Corporate	BUSINESS UNIT:	Finance
REVIEWED BY:	Human Resources	NEXT REVIEW DATE:	October 2022
APPROVAL DATE:	27 July 2020	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 services relating to Rates, Accounts Payable, Accounts Receivables, and Payroll. A Finance Officer must adhere to all Australian Accounting Standards, Local Government Financial Accounting obligations, and the Katherine Town Council Enterprise Agreement requirements in addition to providing general office administration duties. The Finance Officer is a primarily a member of the finance team who demonstrates an in-depth knowledge of financial policies, procedures and systems. The Officer must demonstrate excellent communication, organisational skills, have good initiative, be able to handle time-sensitive tasks, and provide administration support and customer service across the organisation.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Undertake day-to-day financial and administrative transactions with a high level of accuracy in all aspects of financial accounting, inclusive of rates, accounts payable, accounts receivable, grants, payroll, general ledger reconciliations and the preparation of financial statements, under the direction of the Finance Manager.</li> <li>2. Prepare and ensure accuracy of BAS/ATO &amp; Superannuation returns, bank deposits and other software system financial transactions and records.</li> <li>3. Prepare monthly, quarterly and annual financial reports, assist with budget preparation, financial audits and internal audit / fraud protection procedures.</li> <li>4. Review, implement and update financial procedures in accordance with Council financial policies, Australian Accounting Standards, Australian Taxation Department and Local Government financial obligations</li> <li>5. Provide accounting software system in-house training as required, make recommendation for improvements and participate in change management</li> <li>6. Act as a key contact for financial queries from internal and external customers.</li> <li>7. Provide administrative support and undertake ad hoc administrative duties to assist various Departments in delivering their services</li> <li>8. 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.</li> </ol>			
9. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in 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.</li> <li>2. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster;</li> <li>3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;</li> <li>4. Foster sustainable, honest relationships with the community and stakeholders</li> </ol>			

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<p>5. Perform and deliver results that align with organisations strategic direction and serve our community;</p> <p>6. Work in accordance with Council’s Vision and Mission statement.</p> <p>7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries</p>	
<p><b>10. Level of Responsibility</b></p>	
<p>Authority &amp; Accountability Level 8</p>	<p>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.</p>
<p>Judgment &amp; Problem Solving Level</p>	<p>Personal judgment is required to follow predetermined procedures where a choice between more than 2 options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.</p>
<p>Specialist Knowledge &amp; Skills Level</p>	<p>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.</p>
<p>Management Skills Level</p>	<p>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’.</p>
<p>Interpersonal Skills Level</p>	<p>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.</p>
<p>Qualifications &amp; Experience Level</p>	<p>Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through: <b>(a)</b> a trade certificate or equivalent; <b>(b)</b> completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade);and/or <b>(c)</b> knowledge and skills gained through on-the-job training</p>
<p><b>11. SELECTION CRITERIA</b></p>	
<p>Essential</p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to meet the positions selection criteria;</li> <li>• Sound written and verbal communication skills;</li> <li>• Experience in Microsoft Officer products and packages;</li> <li>• High Level customer service experience;</li> <li>• Experience in positively engaging a team environment;</li> <li>• Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions;</li> <li>• Demonstrated experience and ability to deliver good outcomes;</li> <li>• Extensive knowledge and skill gained through on-the-job training;</li> <li>• Minimum experience of 2 years in similar or related role.</li> </ul>
<p>Desirable</p>	<ul style="list-style-type: none"> <li>• Current NT Drivers Licence</li> <li>• Finance or other related tertiary qualification;</li> <li>• Previous experience in Local Government role.</li> </ul>
<p><b>12. ACKNOWLEDGMENTS</b></p>	
<p>Employee:</p>	<p>Date:</p>
<p>Manager/HR:</p>	<p>Date:</p>