

POSITION DESCRIPTION



TITLE	Senior Finance Officer
DEPARTMENT	Administration & Financial Services Manager
AWARD	Level 4.1 - 5.3
REPORTING OFFICER	Financial Services Manager
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

A skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. Ensuring all Governance outcomes are delivered in line with Council’s operational and corporate plans and continue to manage finances in a responsible and sustainable manner.

OBJECTIVES

The Senior Finance Officer is responsible for the efficient and effective delivery of Financial Services which align with Councils vision & Objectives. To facilitate the accounting and financial functions of the Shire in accordance with the Local Government Act 2009, Local Government Regulation 2012, AASB and other relevant legislation.

Acting as a reference point for staff in regard to all aspects of the Accounting and Finance functions of the Council.

KEY RESPONSIBILITIES

Finance

- Supervise procurement, rates, accounts payable and accounts receivable functions
- Assist in preparing financial statements, reports, and budgets.
- Collate individual section budgets and consolidate to produce the overall budget for the Council.

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- Report actual to budget with variances in monthly reports and key performance indicators and assist Senior Managers with the monitoring of monthly actual to budgets including previous years and investigating variances.
 - Maintain accurate and up-to-date financial records using accounting software.
 - Responsible for the implementation, population and maintenance of Council's asset management system.
 - Support the finance team in month-end and year-end closing processes.
 - Undertake regular reconciliations of general ledger accounts, bank accounts, sub-systems, stock levels
 - Monthly Cost Reports on operations and other management reports as required.
 - Assist with audits and provide necessary documentation and support as required.
 - Assist with preparation of statutory returns for Australian Bureau of Statistics, Department of Housing, Local Government and Planning, Grants and Grants Commission, and the Australian Taxation Office.
 - Undertaker Fringe Benefits Tax returns, BAS and tax related matters.
 - Provide training, leadership and assistance, when required, to other members of the finance team.
 - Collaborate with other departments to ensure compliance with financial policies and procedures.

Other

- Contribute to process improvements and efficiency initiatives within the finance department.
- Ensure a high level of compliance to minimize risks to the Council's finance operations, people and resources
- Demonstrate a commitment to client service through own actions and those of staff.
- Any other duties relevant to the role as directed by the Financial Services Manager relevant to your skills and qualifications.

Work Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- An excellent knowledge of Local Government and accounting principles **(R)**
 - A comprehensive understanding of Australian Accounting Standards and Accounting Concepts and their application in Local Government **(R)**
 - Excellent knowledge of Local Government Regulation 2012 **(R)**
 - Demonstrated management and personnel skills capable of supervising and controlling financial resources **(R)**
 - Demonstrated high level of interpersonal communication skills **(R)**
 - Ability to work alone with limited supervision and as required, work cooperatively as part of a team **(R)**
 - Ability to reach objectives within a time frame **(R)**
 - Ability to supervise team members and other staff or casuals assisting the team and provide on-the-job training and guidance, as required **(R)**
 - Ability to communicate effectively and understand and follow written and verbal instructions **(R)**
 - Ability to resolve minor problems on the job **(R)**
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- Minimum of 3 years' experience in an senior finance role desirably within local government **(D)**
 - Formal management training or graduate qualifications **(D)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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