

POSITION DESCRIPTION



TITLE	Finance Officer (Procurement / Tenders)
DEPARTMENT	Administration & Finance
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 2.1 - 3.4
REPORTING OFFICER	Accountant
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

To assist with Council’s financial and administrative functions as required in an effective and efficient manner in accordance with Council’s policies and procedures.

Contribute to the timely delivery of financial functions including but not limited to procurement, bank reconciliation and debtors.

KEY RESPONSIBILITIES

Procurement

- Maintain the Council’s purchase order system.

-
- Maintain the Procurement records to ensure the accuracy and currency of the Procurement policies, guidelines, templates, forms, reports and associated documents.
 - Maintain the Contracts Register to ensure all contract and tender information is accurate and up to date.
 - Investigate supply sources and quotations and negotiate purchase/supply of materials and services.
 - Liaise with other departments in relation to alternative products, sources of supply etc.
 - Ensure that goods and services ordered are delivered in accordance with specifications
 - Deliver and support Local Government best practice procurement and contracts through the Council Pre-Qualified Suppliers List.
 - Maintain Council Pre-Qualified Suppliers Register.

Tenders

- Preparation of tender documents and uploading to tender software or media.
- Facilitate all Council tenders by liaising with relevant Departments on specifications, evaluations and recommendations.
- Collating of all tender evaluations results from the evaluating department or team.
- Preparation of Monthly Reports

Administration and Other General Duties

- Ensure all Council's purchasing meets Council's Procurement Policy and associated legislative requirements.
- Assist with maintenance of Council's Job Costing system
- Assist in the supply of finance information to Auditors.
- Update procedures, checklist and action plans as required.
- Ensuring all Filing and Archiving is up to date
- Assist in the provision of other administrative support including answering phones, front counter enquiries and other general clerical support duties;
- Perform ad hoc duties within the Administrative Services Department relevant to skills and qualifications.

Workplace 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)

- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes **(R)**
 - High level of organizational skills and the ability to prioritize work **(R)**
 - Ability to exercise confidentiality, tact and discretion **(R)**;
 - Good interpersonal skills including telephone and customer service skills **(R)**
 - High level written and verbal communication skills **(R)**
 - Knowledge & thorough understanding of Council financial Policies and Procedures **(R)**
-

-
- Have the knowledge or ability to acquire knowledge of Council's accounting system (Practical +) **(R)**
 - Sound knowledge of financial procedures **(R)**
 - Proven work experience as a Finance Officer or similar role **(D)**
 - Cert III or higher in a Financial Qualification **(D)**
 - Class "C" Driver's License **(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.
-