

Position Description

Finance Officer

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

You will provide effective and efficient finance administrative support. You will undertake your responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 5
Award:	Alpine Shire Council Enterprise Agreement
Reports to:	Senior Finance Officer
Supervises:	Nil

KEY DUTIES AND RESPONSIBILITIES

This position is responsible for maintaining and operating:

- an efficient accounts payable function; and
- an efficient accounts receivable function; and
- an efficient payroll function; and
- efficient finance functions.

Accountability and Extent of Authority

- Accountable to direct supervisor and manager.
- Extent of authority is limited to matters described in the position description.
- Accountable to supervisor for the accurate and timely provision of key responsibility areas.

Accounts payable

- Ensure creditor records are accurately maintained and verified prior to payment.
- Prepare accurate and up to date creditor accounts for payment in a timely manner.
- Ensure that creditors are paid within agreed timeframes and according to Council policy and procedures.
- Investigate and rectify accounts payable discrepancies.
- Maintain purchasing approval workflows, in line with Council's financial delegations and approved staff requests.
- Maintain procedures and provide user support pertaining to the use of purchasing approval software, with reference to vendor helpdesk teams as required.

Accounts receivable

- Prepare accurate invoices and statements.

- Prepare and issue invoices within 5 days of services being provided.
- Notify responsible officers of accounts that extend beyond Council's trading conditions.
- Ensure all back office and agency receipts are processed on a timely and accurate basis.
- Investigate errors and make corrections to receipts including receipt reversals.

Payroll

- Accurately process payroll within agreed timeframes.
- Maintain knowledge of relevant awards and enterprise agreements.
- Maintain accurate and up to date employee payroll records including work patterns, pay rates, leave entitlements, allowances, superannuation and deductions.
- Prepare Australian Bureau of Statistic Returns for supervisors review and approval.
- Prepare Workcover remuneration returns for supervisor's review and approval.
- Prepare PAYG returns for Supervisors review and approval.

Other finance functions

- Respond to accounts enquiries.
- Prepare regular reconciliations for all accounts.
- Prepare regular and ad-hoc accounts reporting as requested by the supervisor.
- Prepare information to support audits of accounts functions.
- Undertake research to support Council's compliance to accounts legislation and regulations as requested by the supervisor.
- Prepare Business Activity Statements for supervisor's review and approval.
- Perform the annual fringe benefits tax return in a timely and accurate manner for supervisor's review and approval.

Other duties

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and Decision Making

- Ability to make decisions regarding key responsibilities outlined in the position description within specified timeframes.
- Ability to solve problems using innovative and effective techniques.
- Guidance is always available from immediate supervisor or manager.

Management Skills

- Ability to manage your time and plan your day.
- Ability to manage a diverse workload and set priorities.
- Use time efficiently through planning and prioritising competing demands.
- Proficient record keeping skills with strong attention to detail and accuracy.

Interpersonal Skills

- Sound oral and written communication skills with customers, other employees and members of the public.
- Display a punctual, reliable and positive approach to work.
- Ability to project a positive image in communicating with both internal and external customers at all times.
- Capacity to exercise tact and diplomacy.
- Ability to facilitate relationships and gain the cooperation and assistance of Council employees, customers, ratepayers and contractors.
- Commitment to confidentiality, total discretion and integrity.

EXPERTISE

Qualifications and Experience

- Valid driver's license.
- Relevant qualifications and/or experience in an appropriate discipline relevant to the areas of responsibility.
- Demonstrated experience and knowledge in the area of finance.
- Demonstrated experience and knowledge in the application of finance applications.
- Experience in Local Government desirable.

Specialist Knowledge and Skills

- Ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Sound knowledge and demonstrable understanding of the role and its organisational context including long term goals of Council.
- Highly developed skills in administration and key responsibilities areas.
- Demonstrated ability in problem solving, decision making and researching.
- Sound computer skills, in particular MS Office.
- Understand the position within its organisational context, including relevant policies, confidentiality and regulations.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Utilise all appropriate Personal Protective Equipment, where required.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs