

POSITION DESCRIPTION - SHIRE OF CARNAMAH

Job Title:	Senior Finance Officer	Position Number:	SFO06012021
Level/Grade: Position Type:	Level 7 - 8 Full time	Classification	Local Government Officers (Western Australia) Award 2021
Department	Office of Corporate Services	Location	33-37 Macpherson Street, Carnamah WA 6517
Supervisor/Manager	Deputy Chief Executive Officer	Supervision of staff	Finance Officer and Customer Service Officer

ROLE AND SCOPE -

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Primary function of the role is being responsible for managing the Shire's rating database to ensure that it balances to the valuation rolls and reconciles to the general ledger. This includes all rating and sundry debtors' functions, ensuring they are carried out in a timely manner and are correctly allocated. This role is accountable for the provision of financial support including end of month processes, reconciliations, financial asset management, accounts receivable and internal auditing.

****Individuals undertake their duties and responsibilities in accordance with the Shire's Code of Conduct, policies and procedures, and relevant Government legislation**.**

RESPONSIBILITIES OF THE POSITION AND BROAD OUTLINE OF DUTIES

Under the immediate direction of the Deputy Chief Executive Officer:

FINANCIAL:

Duties include:

- Provide backup for fortnightly Payroll and carry out all associated functions, undertake EOY procedures and maintain information in the relevant system.
- Carry out all rating functions.
- Undertake End of Month Process.
- Complete Monthly Bank Reconciliations.
- Assist DCEO with Financial matters as required – progress to being able to cover DCEO EOM reporting during periods of absence.
- Assist with Debtor and Creditor processing and maintain information in the relevant software as required – including back office receipting.
- Provide back-up Transport and Police Licensing services.
- Maintain training records and assist with internal capacity building initiatives.
- Train assist and mentor other finance and administration team members as required.
- Assist FO with Human Resource issues and related matters, including workers compensation claims and return to work process.
- Provide backup to EMRS for issuing fire emergency warnings and other information through the SMS system when requested.
- Develop and regularly update written procedures for all tasks undertaken in the role.
- Strive for continuous improvement in the workplace and contribute positively as a member of the finance team.
- Provide support for building applications

ADMINISTRATIVE:

Duties include:

POSITION DESCRIPTION - SHIRE OF CARNAMAH

- Perform clerical, administration and secretarial duties as required.
- Assist with reception service - telephone and in-person customers.
- Assist with Library services at Carnamah.
- Strive to achieve the goals and objectives of the Shire's vision and values.

Occupational Safety & Health (OSH): RESPONSIBILITY

- Exercise a duty of care by working in a safe and efficient manner, ensuring own safety and others.
- Identify, assess, and control risks in the workplace.
- Participate in management of workplace health and safety.
- Report accidents, incidents, and property damage in the workplace immediately.
- Use appropriate personal protective equipment and adhere to workplace safety guidelines.

SKILLS AND EXPERIENCE:

Special Conditions:

- Hold a current "C" class Motor Drivers Licence.
- National Police Clearance Certificate.
- Medical Clearance.

Qualifications:

- Completion of Year 12 Western Australian Certificate of Education (WACE) or equivalent.
- Accounting or Bookkeeping qualifications.

Experience:

- Experience with Synergy soft financial package.
- At least 2 years' experience, preferably in a similar position.
- Experience in Payroll, including employment awards and contracts, superannuation, long service leave matters and employment equality legislation.
- Practical experience in creditors and debtors processing.
- Experience in rates/rating functions.
- Working knowledge of Local Government financial requirements and office procedures.

Skills:

- Developed computer literacy and word processing skills.
- Developed time management and organisation skills.
- Developed written and verbal communication skills.
- Developed public relations and interpersonal skills.

PERFORMANCE GOALS:

The level of performance must meet and or exceed set Key Performance Indicators (KPI'S)

- Accountable for the efficient, effective, and appropriate use of resources within the Finance team.
- Make recommendations and/or report significant financial risks to the Deputy Chief Executive Officer and or Chief Executive Officer.
- Assist the Deputy Chief Executive Officer as required, including (but not limited to) assisting in the preparation of journals, and carrying out specified end-of- month and end-of-year processes.
- Prepare annual returns and/or the financial section of grant acquittal forms and respond to queries in relation to accounting matters.
- Additional KPIs for this position are set during the employee's annual performance review.

Reviewed By:	Ian Walsh	Date:	24 March 2021
Approved By:	Vin Fordham Lamont	Date:	25 March 2021



POSITION DESCRIPTION - SHIRE OF CARNAMAH