

POSITION DESCRIPTION

Position Title Finance Officer – FTE 0.80	HR1113	Position Level Level 3 – City of Bunbury Employees 2022 Enterprise Agreement	Reports to Senior Finance Officer - Transactional
Role of position This position manages financial transactions, including accounts payable, receivable, and reconciliations, ensuring compliance with regulatory and council policies. The role also involves supporting financial reporting and resolving financial transaction enquiries.			
Accountabilities <ul style="list-style-type: none">Assists with the processing of accounts payable invoices.Processes, checks and reconciles monthly credit card transactions.Processes payments for refunds, reimbursements, and allowances.Maintains and reconciles bond register and process required payments and retentions.Processing and costing of the utility accounts.Processes transactions related to the Bunbury Visitor Centre, including receipting and payments.Raises SWSC debtor invoices, including statements and debt follow up.Maintains Petty Cash.Process stock issues and prepares stocktake reconciliations.Maintains accurate record keeping for all creditor and debtor correspondence.Provides relief for Finance Officers - Accounts Payable/Receivable as necessary.Use effective communication to resolve any relevant queries or concerns.Provides support and advice to staff as needed.			Internal Relationships <ul style="list-style-type: none">All City of Bunbury employees External Relationships <ul style="list-style-type: none">Local Government AgenciesCreditors and debtors. Financial Accountabilities and Delegations <ul style="list-style-type: none">Acts within established practices. Desirable Experience <ul style="list-style-type: none">Knowledge and experience working with a computerised accounting system, such as Authority.Knowledge of the principles and practises of the Goods and Services Taxation (GST).
Essential Criteria <ul style="list-style-type: none">Demonstrated previous relevant experience in an intermediate accounting position, including accounts payable and receivable.Sound numeracy and verbal/written communication skills.Sound time management skills.Well-developed computer literacy skills including Microsoft Office.Ability to adapt to new processes and procedures.Ability to be flexible and work as part of a team.Possession of a National Police Clearance.General knowledge of Equal Employment Opportunity and Diversity Acts.			

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open** to **opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: