

POSITION DESCRIPTION



Finance Officer (Accounts Payable)

Position Summary

This position ensures that all of Council's creditor commitments are met in a timely manner and that no payments are made without appropriate authorisation; and to provide efficient and effective support to the financial section of the Corporate Performance directorate.

Position details

Directorate	Corporate Performance
Department	Finance
Appointment Type	Permanent Part Time
Classification	Band 4
Location	Maryborough Office (all employees may be directed to move either permanently or for temporary periods to other locations within the Shire due to operational requirements)
Reports to	Manager Finance
Supervises	N/A
External relationships	General public Banking institutions Other councils Government departments Creditors
Internal relationships	All staff
Date PD approved	September 2023

Key responsibilities and duties

Accounts Payable

- Ensure all payments are made accurately at the appropriate time
- Ensure that all invoices for purchases and/or services are accompanied by a purchase order (where required) or an authorisation to pay
- Scrutinise account allocations, check extensions and additions on all accounts to be paid
- Ensure all authorisations are in accordance with Council's approved financial delegations
- Prepare creditor payments for accounts payable system input
- Input creditor invoices into accounts payable system and implement all payment updating procedures
- Complete creditor master file maintenance as required and ensure appropriate audit trail exists for all alterations
- Establish new suppliers in accordance with Council procedures and ensure an appropriate audit trail exists for all additions
- Prepare bank file, and print cheques (when required), arrange approval/signature and email payment remittances
- Reconcile creditor statements monthly and follow up on any anomalies
- Respond to any queries relating to past or present orders, invoices or payments
- Perform end of year procedures, e.g. sundry creditors and prepayment schedules
- Assist the Finance Officer in lodgement of Council's Taxable Payments Annual Report to the ATO

POSITION DESCRIPTION



Organisational responsibilities

Council values	<ul style="list-style-type: none">• Demonstrate and encourage behaviour in line with the Council's adopted values
Customer Service	<ul style="list-style-type: none">• Accountable for the department complying with the Customer Service Charter.
Behaviour	<ul style="list-style-type: none">• Demonstrate behaviour of the highest of integrity, free from bullying, harassment and discrimination.• Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">• Identify, manage and minimise risk to Council.• Contribute to the Council's Risk Register.• Ensure that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">• Ensure the department maintains Council records:<ul style="list-style-type: none">◦ within the approved record management system; and◦ in an accurate and timely manner.
Legislative framework	<ul style="list-style-type: none">• Accountable for all legislative and regulatory obligations relevant to the department.
Emergency management	<ul style="list-style-type: none">• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Accountability and extent of authority

- Accountable for maintaining accurate creditor processes
- Accountable for weekly production and printing of cheques (when required) and transfer of bulk EFT funds to creditors including BPays (when required).
- Responsible for the effective and timely payment of creditors
- Authority to refuse payment of invoices unless accompanied by an appropriate purchase order (where required) or authorisation

Judgement and decision making

- Freedom to act in accordance with Council policies, procedures and legislation, with guidance and direction always available from more senior staff
- Ability to consult with customers, suppliers and staff to respond to creditor enquiries

Specialist skills and knowledge

- Understanding of relevant technology, procedures and processes
- Understanding of legislation requirements, in particular Goods and Services Tax (GST) requirements
- Good keyboard skills to enable accurate data entry
- Basic spreadsheets skills
- Accuracy and attention to detail
- Knowledge of creditor systems
- Basic knowledge of accounting principles

Management skills

- Skills in managing time and planning and organising one's own work
- Ability to prioritise work load to meet deadlines

Interpersonal skills

- Good written and oral communication skills including preparation of emails when required
- Ability to work as a team member
- Ability to communicate with staff across all levels of the organisation
- Ability to discuss and resolve problems both internally and externally

Qualifications/experience

- Certificate in Accounting and Booking/ Business Administration or relevant experience in maintaining accounts payable and accounts receivable processes
- Sound financial skills particularly in areas of computer and financial systems

POSITION DESCRIPTION



- Good keyboard skills and experience in using spreadsheet software

Selection criteria

1. Certificate in Accounting and Booking/ Business Administration or relevant experience in maintaining accounts payable and accounts receivable processes
2. Good written and oral communication skills including ability to resolve issues.
3. High level of attention to detail to enable accurate data entry
4. Ability to plan and organise own work
5. Proven ability to meet deadlines with efficiency and accuracy
6. Willingness to undertake a National Police Check.

Note: Appointment is subject to the successful completion of this check.

Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this Council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

Signatures

Veronica Hutcheson
Manager People and Culture

Date

POSITION DESCRIPTION



Finance Officer (Accounts Payable)

Date