



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Finance Officer
Position Classification:	Level 3
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	(Stream A) Division 2: Section 1 - Administrative, Technical, Community Service, Supervisory and Managerial)
Directorate:	Financial Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

To provide comprehensive support to the Finance Team by completing a range of tasks including extensive data entry, reconciliations and reports within the following functions of accounts payable, receivable, rates (utilities) and payroll.

KEY RESPONSIBILITIES

Reporting to the Financial Operations Accountant, this position is responsible for supporting the accounting and finance functions through timely completion of regular and various tasks including processing transactions, reconciliations, reports and undertaking specific project work and tasks as directed. The areas of primary focus includes accounts payable and receivable, rates and payroll.

KEY TASKS

- Assist with the processing, payment and reporting of Accounts Payable in accordance with direction from Team Leader, policies, procedures and work instructions;
- Assist with the processing, collection and reporting of Accounts Receivable in accordance with direction from Team Leader, policies, procedures and work instructions;
- Undertake accurate and timely data entry of payroll information in accordance with direction from Payroll Coordinator, policies, procedures and work instructions;
- Provide support in relation to rates (utilities) as required, including managing customer relations;
- Other reasonable duties as directed

General

- Participate in special projects and perform any other duties as required.
- Maintain productive working relationships and provide team support.
- Comply with TSIRC health and safety policies and procedures.
- Ensure safe work practices and a safe work environment is maintained at all times.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) 1-3 years' demonstrated experience in a similar role in a large multi-disciplinary organisation.
- 3) Experience in using complex software such a Technology One or other Enterprise Resource Planning (ERP) system.
- 4) Certificate III level qualifications in Business Administration or related finance/accounting discipline.
- 5) Previous experience or knowledge of local government administration.
- 6) Knowledge of Torres Strait languages, such as Meriam Mer, Kala Lagaw Ya, or Creole.

OTHER CONDITIONS/REQUIREMENTS

- The preferred applicant may be required to apply for a National Police Certificate before appointment.

- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region. 	
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths. 	
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do. 	
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision. 	
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation. 	