

TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Team Leader Creditors
Position Classification:	Level 4
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	General Stream, Administrative, Technical, Community Service, Supervisory and Managerial (other than Indigenous Councils) Group
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 ensure accurate and timely processing of all vendor invoices and payments while also optimising the accounts payable process, maintaining strong stakeholder relationships and ensuring compliance with company policies, legislation and financial regulations while promoting continuous improvement.

KEY RESPONSIBILITIES

Creditors

- Provide end-to-end Accounts Payable services, ensuring adherence to relevant policies, procedures and legislative requirements.
- Oversee monthly reporting and account reconciliations, including end-of-year and audit support.
- Maintain the integrity of the master vendor list and enforce strong internal controls in creditor operations.
- Manage the processing and record-keeping of Councillor payments, including preparation of annual earnings statements.
- Provide recommendations to improve efficiency and effectiveness of creditor procedures.
- Assist with the monitoring of the application of GST within the Accounts Payable area.

Corporate Cards

- Conduct training for cardholders and their support staff and ensure adherence to the Corporate Credit Card Policy and Procedure.
- Review, monitor and reconcile corporate card transactions and assist with policy and procedural updates.

- Process credit card transactions in the ledger following appropriate reviews and approvals.

Leadership

- Set clear and measurable objectives for the Creditors team aligned to Council priorities.
- Supervise and support team members, ensuring clarity of tasks, professional development and consistently high performance.

Administration

- Provide excellent customer service to internal and external stakeholders.
- Ensure all documentation is captured in Council systems (Tech One and ECM).
- Comply with all WHS, information management, and administrative requirements.

General

- Participate in special projects and perform any other duties as required.
- Model and promote positive workplace culture aligned with Council values.
- Seek out and participate in professional development opportunities.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Post-secondary qualification in a relevant field (i.e. accounting, business, commerce), or demonstrated relevant experience that shows an equivalent level of expertise necessary to undertake the role.
- 3) Demonstrated experience in end-to-end Accounts Payable processes, including managing corporate purchasing cards.
- 4) Demonstrated experience in using complex ERP software - experience with Technology One is highly desirable
- 5) Strong administrative and organisational skills with attention to detail and deadlines.
- 6) Experience in supervising and developing a small team.
- 7) Sound knowledge of GST and FBT as it applies to accounts payable.
- 8) High-level communication and interpersonal skills to support internal stakeholders and maintain effective working relationships.

OTHER CONDITIONS/REQUIREMENTS

- The preferred applicant will be required to apply for a National Police Certificate before appointment.
- Occasional travel to and from Cairns and throughout the Torres Strait Islands is a requirement of this position.
- 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 below.

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.