# Position Description

| | |
|---|---|
| **POSITION TITLE:** | *Purchasing Officer* |
| **POSITION NO:** | *2006* |
| **DIRECTORATE:** | *Corporate Services* |
| **DEPARTMENT:** | *Finance* |
| **SECTION:** | *Financial Accounting* |
| **CLASSIFICATION:** | Band 5 |
| **LOCATION:** | Municipal Offices |
| **DATE:** | July 2026 |

## ORGANISATIONAL RELATIONSHIPS

**Reports to:** *Team Leader Financial Services*

**Supervises:** *N/A*

**Internal Liaisons:** All Council employees.

**External Liaisons:** *Suppliers, Creditors, Debtors, Customers, Banks, User groups, other Councils and members of the public and residents.*

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

| | |
|---|---|
| **Respect** | The promotion of inclusiveness, empathy, communication, good will. |
| **Courage** | The promotion of innovation considered risk, creativity, problem solving, initiative, accountability, responsibility. |
| **Integrity** | The promotion of honesty, loyalty, ethical behaviour, trustworthiness. |

## PRIMARY OBJECTIVES OF POSITION:

- To coordinate and administer Council's purchasing and supplier management functions in accordance with Council policies and procedures, including system maintenance, compliance monitoring, and staff support within the Authority Purchasing system.
- The role ensures accurate records, efficient procurement processes, strong financial controls, and continuous improvement within the Finance team.

## DUTIES AND RESPONSIBILITIES

**Purchasing:**

- Ensure purchase orders are raised and processed in accordance with Council policies and procedures, including the preparation of compliance monitoring reports.
- Maintain and manage Authority Purchasing user permissions and delegations, ensuring records are accurate, current, and compliant with Council policies and procedures.
- Create and maintain an up-to-date Creditor Master data in Authority.

- Develop, review, and continuously improve procedures and documentation relating to the Authority Purchasing modules.
- Deliver training and ongoing support to staff in the use of the Authority OLR Purchasing system.
- Administer and monitor the Authority Purchasing module, by working collaboratively with Council's IT department to maintain system functionality and to test, implement and support system upgrades and enhancements ensuring efficient and effective operation.
- Liaise with suppliers and internal staff to address outstanding purchase orders, resolve enquiries, and support timely procurement outcomes.
- Coordinate and manage purchasing for Council corporate budget requirements, including stationery, printed materials, and other goods and services as required.
- Manage the Corporate Stationery contract in consultation with the Team Leader and Coordinator.

**Finance Officer:**

- Create, maintain, and ensure the accuracy of Supplier and Creditor Master Data records in accordance with Council policies and internal controls.
- Reconcile selected supplier monthly statements, investigating and resolving discrepancies in a timely manner.
- Provide operational support to the Accounts Receivable function as required, ensuring continuity of service and accuracy of financial records.
- Assist with the review and validation of weekly Accounts Payable payment proposals to ensure accuracy, compliance, and authorisation requirements are met.
- Follow up on weekly bases the outstanding business card transactions with the cardholders and the approving managers.

**Reporting:**

- Prepare, review, follow-up and submit quarterly and monthly reports in a timely manner on outstanding purchase orders, reviewing validity, accuracy, and compliance.
- Review and action on quarterly bases the access to the Finance modules in consultation with the coordinators and team leaders.
- Prepare and provide ad hoc purchasing and financial reports to internal stakeholders to support monitoring, compliance, and decision-making.
- Provide audit support by preparing and supplying financial records and evidence to internal and external auditors as required.
- Compile and maintain the annual equipment and property leases register and prepare associated reports in accordance with accounting and reporting requirements.
- Monthly reporting and review of the PO commitments and work collaboratively with the internal departments to resolve variances and overdue unactioned transactions.

**Administration:**

- Provide advice, regular training, and support to Council staff on the use of the ProMaster Software and Authority purchasing and invoice approval systems, ensuring compliance with financial policies, procedures, and controls.
- Provide advice and training to the staff for the superannuation entitlements for deemed employees.
- Review for validity, accuracy, and compliance the Instrument of Delegation on regular bases in consultation with the team leader, coordinator, and the manager.
- Review and update the intranet page in consultation with the team leader.
- Maintain, reconcile, and monitor records relating to public transport usage (MYKI cards), investigating, and resolving discrepancies as required.
- Administer and reconcile Cabcharge voucher usage, ensuring accurate recording, appropriate authorisation, and accountability.

- Coordinate the engagement of external courier services to support operational and administrative needs.
- Assist with the preparation and processing of journals including, accrual journals, prepayment journals, monthly and yearly journals as required.
- Work collaboratively with other Councils, and other stakeholders and take initiatives to improve finance processes and business practices.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence, and training.

**Organisational Responsibilities:**

- Adhere to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment, and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment, or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority.
- Accountable for the accuracy, quality and effectiveness of the information and advice provided, as well as the cost and timelines of the programs, projects, or work plans under their control and for the safety and security of the assets being managed.
- Provide support within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to plans.

**JUDGEMENT AND DECISION MAKING**

- Ability to work unsupervised, analyse situations and independently make decisions, and guide other staff members to relevant policies and procedures.
- Use previously acquired experience and knowledge to select within a wide range of methods, processes, or equipment, the most appropriate to creatively solve problems and meet well defined objectives.
- Exercise judgement and autonomy to make decisions based on knowledge of department and organisational goals and objectives for routine matters.
- For more complex matters not covered within policy and guidelines, advice should be sought from supervisor or more senior employees. Guidance and advice from supervisor and other Council employees would usually be available within the time required to make a decision.
- Exercise discretion and confidentiality whilst performing assigned duties.

## SPECIALIST SKILLS AND KNOWLEDGE

- Thorough understanding of the relevant technology, procedures, processes, policies, and systems relevant to the role.
- Understanding of the role and function of the team, senior staff to whom support is provided and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts, and regulations relevant to perform the role.
- Ability to provide direction, and on the job training to other employees under their supervision or as required.

## MANAGEMENT SKILLS

- Manage time, set priorities, plan, and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Knowledge and ability to implement basic personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long-term goals of the team and their alignment with Council's objectives.

## INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team-based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence.

## QUALIFICATIONS AND EXPERIENCE

**Mandatory:**

- Post secondary qualification in a field related to purchasing / finance or other related fields.
- Demonstrated experience working in a similar purchasing role. Experience in the operation, maintenance and continuous development and improvements of Authority for purchasing purposes
- Current Victorian Drivers Licence.
- No relevant criminal record found in a Police Check.
- Required to have and maintain, at all times where required for the performance of your duties or otherwise by Council, a valid, unrestricted Working with Children Check.

**Desirable:**

- *Experience within a Local Government or similar highly regulated organisation*

## KEY SELECTION CRITERIA

- Formal qualifications in purchasing, finance, or a related discipline are preferred, together with demonstrated experience in a similar purchasing or finance-related role,

- Prior experience in the Authority Purchasing module or a comparable system.
- Demonstrated experience in the operation, maintenance, and continuous improvement of systems and processes, with the ability to contribute to the development and implementation of related policies, procedures, processes, and training materials.
- Strong communication and interpersonal skills, with the ability to clearly convey purchasing knowledge, procedures, and requirements, including providing effective one-on-one and group training to staff.
- Highly developed customer service skills, with a proven ability to gain cooperation, resolve issues or conflict, and achieve positive outcomes when working with internal stakeholders and external suppliers.
- Proven organisational and time management skills, including the ability to prioritise competing demands, meet strict deadlines, and manage workloads accurately and efficiently.
- Excellent data entry and numeracy skills, with a high level of accuracy, attention to detail, and aptitude for working with figures.
- Ability to work collaboratively with Council staff and external suppliers while also managing tasks independently.

---

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement, and approval of the position description.

Employee: ..... Date: …….

Manager/
Coordinator:..... Date: …….