



POSITION DESCRIPTION

Finance Officer

POSITION	Finance Officer
AWARD CLASSIFICATION	Level 5-6
EMPLOYMENT CONDITIONS	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i> <i>Richmond Shire Council Certified Agreement 2012-2013</i>
SECTION / DEPARTMENT	Finance and Administration
LOCATION	Council Office, 65 Goldring Street, Richmond (may be required to work across the Shire)
REPORTS TO	Manager Finance and Administration

POSITION OBJECTIVE

To provide high quality financial services and support to Senior Management, and to support and assist the Manager of Finance and Administration to deliver high quality financial services to the organisation and key stakeholders.

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Complete daily bank reconciliation
- Assist with Debtors invoicing
- Review investment position weekly, seek advice on action to be taken and maintain Investment Register
- Prepare routine financial data/reports for general reporting requirements (e.g. regular costing reports for supervisory staff; reports for Council meetings)
- Assist with preparation of accurate and timely financial reports for Management and Council
- Review and update job cost codes and work orders as appropriate and as discussed with the Manager of Finance and Administration
- Prepare monthly Business Activity Statement, Fuel Subsidy Claims for approval by Manager Finance and Administration and ensure Goods and Services Tax (GST) compliance
- Prepare funding claims for various Council activities and entities
- Assist in preparation of Annual Fringe Benefits Return for approval by the Manager Finance and Administration
- Assist the Manager of Finance and Administration with:
 - preparation of Council's annual financial statements and the Annual Report

- preparation of various statutory returns as well as Annual Financial Returns associated with Council activities and entities
- maintenance of the Asset Register and associated spreadsheets
- Develop and review finance procedures as required including maintenance and updating of the Accounting Manual
- Liaise with and assist officers to ensure processes and procedures are developed, followed and follow best practice guidelines
- Prepare financial returns for the Australian Bureau of Statistics, Department of Housing and Public Works, Department of Local Government, Community Recovery and Resilience, Queensland Local Government Grants Commission, and the Australian Taxation Office
- Relieve Payroll Officer in annual leave situations
- Relieve and assist other Officers during lunch roster periods
- Assist with the preparation of road claims
- Maintain a grants register and provide milestone\claims as required for grants
- Provide excellent customer service to internal and external customers
- Effectively and proactively perform as a member of both the immediate team and corporate team, including willingness to assist outside the direct area of responsibility
- Contribute to the continuous improvement of Council's policies and processes
- Undertake continuous improvement of all aspects of personal work performance
- Complete other duties as required, which may be for other work sections of Richmond Shire Council
- Carry out duties impartially and with integrity, and with the overall aim of enhancing the reputation of Council

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices.
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management.
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required.

- Correctly use and maintain tools, equipment and vehicles/plant.
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor .
- Correctly use and maintain all personal protective clothing and equipment supplied by Council.
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor.
- Operate equipment and machinery with guards and safety controls operating and in place at all times.
- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task.
- Report all problems with plant and equipment promptly to their Supervisor.
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor.
- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers).
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time.
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties.
- Assist in the return to work process for themselves or any work colleagues following injury.
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

KEY SELECTION CRITERIA

1. Bachelor of Business (Accounting), Diploma of Accounting or Diploma of Government (Financial Services) or equivalent.
2. Demonstrated comprehensive knowledge of accounting and financial management principles, including knowledge of, or the ability to rapidly acquire knowledge of, State financial and purchasing legislative requirements such as the *Local Government Act 2009* (Qld) and associated Regulations, and Australian Accounting Standards.
3. Demonstrated ability to produce and present quality data and information, including reports, policies and procedures, financial spreadsheets and funding submissions/acquittals
4. Demonstrated intermediate level of skills in the maintenance of financial systems and software, and to competently use Microsoft Word, Excel and Outlook, and other software such as InfoXpert (electronic records management system) and Practical Plus/Synergy Soft
5. Demonstrated ability to research, analyse and strategise, and to generate and successfully implement innovative and creative solutions with a focus on compliance and efficiency, preferably in a local government environment.
6. Demonstrated organisational ability, including the ability to plan (short to long-term), assess outcomes, and coordinate own workload and the workload of others to achieve objectives within timeframes and budgets.

PERFORMANCE STANDARDS

- Provide high level advice and expertise to internal and external stakeholders and customers, including the Executive Team and Councillors, regarding finance and governance processes and objectives
- Timely distribution/processing of reports, returns and claims
- Effective management of monies to provide timely payment of creditor and payroll payments, and to maximise interest earned on investments
- Comprehensive and timely development and review of procedures and processes
- Effective communication with the work areas of Council regarding Council policies and processes, and legislative requirements
- Achievement of objectives as outlined in Council's Operational and Corporate Plans
- Maintain confidentiality as appropriate
- All assigned tasks are completed professionally and within specified timeframes, and to required standards
- High level of participation, commitment to and concern for both the immediate team and corporate team, including willingness to follow directions, assist others, and be punctual and reliable in attendance
- High level of commitment to continual improvement of Council's policies and processes
- High level of commitment to continual improvement of personal work performance
- Effective, efficient and economical management of public resources
- Effective use of judgement and initiative
- Council's Policies and Procedures and relevant legislation are adhered to

DELEGATED AUTHORITY

- Authority in accordance with Council's corporate structure, delegations and statutory powers.
- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Deborah Glyde – Acting Chief Executive Officer

Signature: _____

Date Originated: 10 March 2014

Date Reviewed: 30 November 2018

Employee Name: _____

Employee Signature: _____

Dated: