

Position Description

Position:	Finance Support Officer
Incumbent:	Vacant
Key Result Area:	Organisational improvement
Classification:	Band 4
Award name:	Towong Shire Council Enterprise Agreement 2018, which incorporates the Victorian Local Authorities Award 2001 (VLAA 2001) and the Nurses (ANMF – Victorian Local Government) Award 2015
Employment term:	Permanent
Employment type:	Part Time
Worksite location:	Tallangatta Office
Reports to:	Senior Finance Officer
Supervises:	Nil
Approved by:	Acting Chief Executive Officer
Date approved:	February 2025
Document type:	Position Description
Reference:	Personnel

POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Towong Shire Council's values, towards all staff, contractors, and Councillors.
- Embrace innovation, technology, and sustainability in delivering the objectives and key responsibilities of the role.
- Assist in ensuring that Council's financial system is up-to-date, accurate and adheres to legislation, statutory requirements and Council policy and procedure.
- Ensure the efficient and accurate maintenance of the accounts payable and accounts receivable system, including collation and processing of purchase orders and payment requisition and the administration of electronic funds transfer system.

KEY RESPONSIBILITIES

Accounts Payable

- Ensure the efficient and accurate maintenance of the accounts payable system, including collation and processing of purchase orders and payment requisition and the administration of electronic funds transfer system.
- Ensure that the accounts payable control accounts are reconciled and balanced periodically, including reconciliations to creditors statements.
- Ensure that any payments made from payment requisitions are checked for both responsible officer and budget authorisation.
- Ensure that purchase order forms processed for payment are authorised by relevant officers.

- Liaise with all Purchasing Officers to determine any discrepancies between invoices and purchase orders.
- Ensure that the GST and withholding tax is being accounted for correctly in the accounts payable system.
- Administer Council's electronic funds transfer system.
- Provide training and support to the organisation in respect of accounts payable processes, in particular the bill approval and purchase order system.
- Under guidance, provide support to other departments in relation to ledger enquiries and the production of financial reports on costings.

Accounts Receivable

- Ensure the efficient and accurate maintenance of the accounts receivable system, including collation and processing of debtor invoices.
- Follow up on overdue accounts.

General Ledger

- Assist with bank entries, general ledger maintenance ensuring correct general ledger codes, program structure, responsible officer and budget information.
- Assist with the maintenance of Council's assets and depreciation schedules.
- Provide support to other departments including assistance in relation to ledger enquiries and the production of financial reports on costings.
- Assist in the preparation of internal financial reporting and provide advice to staff under clear guidelines and close supervision.
- Prepare journal entries for expenditure allocation of inventory, vehicles and plant usage.

Other Duties

- Provide relief support for property, rates, payroll and sundry debtor functions in absence of primary staff member.
- Participate in and contribute to continuous improvement within the team, including documenting procedures, mapping processes, participating in cross training and identifying opportunities to improve efficiency and customer service.
- Assist with the interim and year end external audits.
- Manage Council's Corporate Credit Card usage and ensure compliance with internal controls.
- Assist in the finalisation of the month-end processes in relation to the Accounts Payable, Receivable and Banking Ledgers.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of customer service consistent with Council values.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Ensure all customer requests are responded to in a timely manner and interactions recorded in Council's Customer Relationship Management system.

- Work with the Communications and Engagement team to prepare an appropriate communication/engagement plan as an integral part of project and service delivery and ensure the provision of timely and regular information relative to specific projects and service delivery.

Risk Management

- Ensure Council's Risk Management Policy and procedures are observed and complied with at a personal level.
- Ensure compliance with the Privacy and Data Protection Act 2014 (Vic) and treat all information of a sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and keep accurate and complete records of business activities and decision making in Council's Corporate Record Management System and in accordance with the Public Records Act 1973.
- Observe all appropriate Council policies and procedures regarding day-to-day conduct, including the Code of Conduct.
- Ensure compliance with relevant legislation, regulations, and codes of practice.
- Ensure that behaviours and actions are consistent with Victorian Child Safe Standards and related legislation.

Occupational Health and Safety

- Comply with Council's Occupational Health and Safety Policy and Procedures.
- Take reasonable care for your own health and safety, as well as the health and safety of others.
- Ensure that no actions are taken to interfere with or place at risk the health and safety of any person at the workplace; including employees, volunteers, or community members (including children).
- Only use Council plant, equipment and vehicles as authorised and instructed.
- Co-operate with steps taken by Council for OHS compliance.
- Participate in OHS training and consultation when directed.
- Correctly use personal protective equipment and clothing as directed.
- Report hazards and potential problems promptly.
- Report any accidents or incidents as soon as possible.

Emergency Management

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

Other Duties

- Fulfill any other duties as directed by Senior Finance Officer that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's administrative processes, systems and service levels.

POSITION CAPABILITIES

Accountability and extent of authority

- Perform work under the guidance of Senior Finance Officer.
- Perform work in line with the standards and procedures relevant to the responsibilities outlined in the position description and work assigned to the position from time to time.
- Exercise discretion in the application of established standards and procedures.

Judgement and decision making

- Perform work with clearly defined objectives.
- Select from a range of available techniques, systems, equipment, methods or processes as required.
- Guidance and advice are always available within the time available to make a choice.

Specialist knowledge and skills

- Developed understanding of accounting principles and the impact that the accounts payable function has on the general ledger.
- Sound knowledge of and proficient application of legislation, regulations, policies, procedures and technology relevant to finance functions.
- Ability to adopt a range of technology platforms as part of daily operations, including Xero, Councilwise and ApprovalMax (or their successors).
- Excellent data entry skills with the ability to develop and operate complex spreadsheets including use of reporting functions.

Management skills

- Ability to plan, organise and manage one's own work to meet set objectives in an effective and efficient manner.
- Assist with providing guidance, advice, and training on routine technical, procedural or administrative matters, as required.

Interpersonal skills

- Ability to work as an effective team member.
- Ability to communicate with both internal staff and members of the public and resolve minor issues.
- Ability to gain co-operation and assistance from both other employees and members of the public in the administration of activities relevant to the position.
- Strong oral and written communication skills with the skills to enable the preparation of routine correspondence and reports if required.

Qualifications and experience

- Relevant tertiary qualifications or substantial experience relevant to the role.
- Current Class C Driver's licence.
- Experience in a local government setting is highly desirable.

KEY SELECTION CRITERIA

1. Demonstrated knowledge and experience of account payable and receivable functions including the reconciliation and review of creditors statements and invoices.
2. Demonstrated experience in undertaking daily accounting transactions, understanding of general ledgers and account reconciliations.
3. Strong customer service skills with proven ability to liaise with customers and council staff to resolve issues of service provision.
4. Ability to work under supervision to carry out clearly defined tasks thoroughly, accurately and in a timely manner.

Physical and Psychosocial Working Conditions

Posture / Activity	Rarely required	Occasional	Frequent	Regularly/ Continuous
Sit in an office environment using computer equipment, on an office chair				X
Exposure to a computer screen				X
Stand / walk				X
Walk over even and uneven ground, including walking up steps into the office			X	
Perform forward reach with both upper limbs			X	
Perform neck rotation.				X
Perform neck flexion.				X
Alternate posture from a sitting to a standing posture			X	
Perform elbow flexion				X
Kneel, crouch or squat carrying objects		X		
Lift and carry up to 5kgs		X		
Reach to ground level		X		
Perform fine hand manipulation of both right and left hands				X
Perform side reaching		X		
Perform tripod grip (e.g. to hold a pen)				X
Perform low back rotation			X	
Perform wrist flexion, ulna, and radial deviation			X	
Drive work vehicles for work purposes		X		
Potential to work in different office locations. The ability to adapt to changing office set ups.		X		
Regularly attend workplace meetings in meeting rooms			X	
Work with computer software and phone apps				X
Follow instructions from your direct supervisor or people with authority to direct people in the workplace			X	
Work to deadlines, to manage competing priorities and associated work stressors and to adapt quickly in a dynamic workplace			X	
From time to time provide support on projects and tasks that are outside the normal scope of the role		X		
Contribute to a busy team			X	
Regularly communicate with team members and key stakeholders from diverse backgrounds, with possibly differing opinions, viewpoints, values, personalities, and priorities			X	
Ability to manage interpersonal workplace conflicts and frustrations in a positive manner			X	
Capacity to liaise with the external customers who may exhibit challenging behaviours at times.		X		
Working inside and or an office shared environment, with limited space, with other people (office noise, indoor lighting, air conditioning / heating)				X

This position description has been approved by the Acting Chief Executive Officer.

ntaylor

Narelle Taylor
Acting Chief Executive Officer
Date: 14 February 2024

Acceptance of position description	
<p>I,, have read and accept the conditions of the Finance Support Officer Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.</p> <p>I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.</p>	
Signature:	Date: