

Position Description

Position:	Senior Finance Officer
Incumbent:	Vacant
Key Result Area:	Organisational Improvement
Classification:	Band 6
Agreement 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:	Full Time (Part Time by negotiation)
Worksite location:	Tallangatta Office
Reports to:	Coordinator Finance
Supervises:	Finance Support Officer
Approved by:	Chief Executive Officer
Date approved:	December 2024
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.
- Support Council's financial compliance and reporting functions including the preparation of the annual budget, year-to-date reporting, forecasts, long-term financial plan, and annual financial statements ensuring accuracy and adherence to deadlines.
- Provide operational oversight and leadership across a range of financial functions including creditor and debtor management, procurement, grant management, and banking ensuring completeness, accuracy, and compliance.

KEY RESPONSIBILITIES

Financial Compliance and Reporting

- Prepare and submit FBT returns, Business Activity Statements, and fuel tax rebate claims, ensuring accuracy and adherence to deadlines.
- Review and improve internal financial controls to enhance efficiency, mitigate risks, and ensure compliance with regulations.
- Maintain and update the general ledger, including program structures, responsible officer assignments, and budget information, while performing reconciliations and resolving inquiries.
- Support the administration of Council's finance systems, providing staff training and coaching to promote effective and efficient use.

- Assist auditors by providing required documentation and information, addressing audit findings, and preparing papers for the Audit and Risk Committee.
- Support the implementation of efficient and compliant procurement practices and identify opportunities for cost savings across the organisation.
- Maintain Councils register of leases and contracts, ensuring all Council-owned assets are adequately governed by an agreement for lease, hire, or community use.
- Manage the ongoing administration of the terms of those agreements, including invoicing, cost recovery, and budget management, ensuring timely updates and regulatory compliance.

Creditor and Debtor Management

- Oversee all facets of Council's creditor and debtor systems, including data collection, processing payments and invoices, and updating the ledger.
- Lead the implementation and regular review of Council's Debt Collection and Financial Hardship Policies, ensuring timely recovery of outstanding monies in alignment with established policies.
- Develop, update, and maintain procedures for creditor and debtor management, focusing on efficiency, compliance, and risk mitigation.
- Ensure the accuracy and timely updating of creditor and debtor information in the ledger, adhering to all procedural and compliance standards.
- Oversee accounts payable and receivable functions, ensuring:
 - Payments are checked for responsible officer and budget authorisations.
 - GST and withholding tax compliance in both creditor and debtor systems.
 - Monthly reconciliation and balancing of creditor and debtor control accounts.
 - Verify proper accounting for GST and withholding tax in all transactions related to creditors and debtors.
- Provide coverage for creditor and debtor processes in the absence of the Finance Officer, ensuring continuity of operations.

Grant Management

- Manage the Funding Agreements and Grants Tracking ledger, ensuring accurate accounting for all grant income and expense, tracking milestone completion, and the accurate recognition of grant revenue in line with AASB 15 and AASB 1058 requirements.
- Manage accounting treatment and recognition of all grant income and expenses across all directorates to maintain consistency and alignment with organisational objectives.
- Prepare grant acquittal reports for review, ensuring completeness and accuracy.

Banking

- Manage Council's daily cash position and investment portfolio in compliance with Council's investment policy.
- Administer online banking, including reviewing daily statements, processing electronic receipts, investigating unidentified entries, and processing receipts and charges.
- Prepare weekly bank reconciliations to ensure accurate financial records.
- Facilitate the setup and administration of new authority accesses for online banking forms.
- Supervise the delivery of banking and cashiering functions including the authorisation of daily bank deposits and perform these duties in the absence of the Finance Officer.

People Management

- Lead and develop a positive team culture through the provision of support, assistance, mentoring, and setting of clear expectations.
- Provide leadership and management to direct reports to support their continued development and learning, ensuring they have a full understanding of their roles and responsibilities under Council policies relevant to them.
- Conduct regular 1:1's, periodic workplans, and annual reviews with direct reports in line with Council's Enterprise Agreement, policies, and procedures, ensuring individual and organisational objectives have been met.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of internal and external 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 the 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 the 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 the Code of Conduct and all appropriate Council policies and procedures regarding day-to-day 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

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the employee interfere with or place at risk the health and safety of any person at the workplace; including employees, volunteers, or community members (including children).

- Participate in programs designed to monitor and protect the health of staff and others in their workplace.

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

- Provide backup support to Finance team members and contribute to cross-functional initiatives to enhance financial operations.
- Fulfill any other duties as directed by Coordinator Finance that are reasonably within the limits of the employee's skills, competence and training.

Additional Factors

- This position may require you to work at various locations within Towong Shire.

POSITION CAPABILITIES

A position at this level requires the following capabilities:

Accountability and extent of authority

- Ability to work guided by clear objectives and within budgets with regular reporting mechanisms to ensure adherence to goals and objectives.
- Provide specialist advice in line with professional standards or relevant regulations.
- Provide formal input into policy formulation relevant to area of expertise and/or management.

Judgement and decision-making

- Ability to develop and improve specialised methods, procedures and process based on previous experience to achieve objectives of the position.
- Ability to solve problems, using creative and innovative ideas to resolve complex or technical problems not previously experienced.

Specialist knowledge and skills

- An understanding of the technology, procedures, and processes relevant to the position and those used within the department.
- Ability to interpret, understand and apply the underlying principles of legislation, regulations, policies, and procedures relevant to the position and/or department.
- An understanding of the function of the position and the long-term goals of the department and its context within the wider organisations.
- An understanding of policies relevant to the department and wider organisation.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures, as required.

Management skills

- Skills in managing time, setting priorities, planning and organising one's own work and those of other employees as required, 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.

- Understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

Interpersonal skills

- Ability to gain co-operation and assistance from members of the public and other employees in the performance of defined activities relevant to the position.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees within the organisation to resolve intra-organisational problems.
- Strong oral and written communication skills with the ability to write reports and/or external correspondence.

Qualifications and experience

- Completion of Degree or Diploma with several years of substantial relevant experience.
- Current driver's license.

KEY SELECTION CRITERIA

1. Tertiary qualifications in accounting, or other relevant fields combined with experience in delivering these functions in a similar setting.
2. Understanding and demonstrated experience addressing a broad range of financial/accounting functions, particularly experience of daily transactions, reconciliations, accounts payable and receivable functions. with the ability to interpret and apply relevant legislation and regulation in a local government setting.
3. Ability and demonstrated experience in the development and implementation of policies and procedures that support finance functions across an organisation.
4. Excellent communication and interpersonal skills with the ability to work constructively with a range of internal and external stakeholders with demonstrated ability to influence and build relationships.
5. Knowledge of and capacity to efficiently use ICT, Microsoft Office and organisational business systems.

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting		X				
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors		X				
Isolation eg. tip supervision	X					
Sedentary eg. computer operation						X
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say 1/2 hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

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



Juliana Phelps
 Chief Executive Officer
 Date: 18 December 2024

Acceptance of position description	
<p>I,, have read and accept the conditions of the Senior Finance 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: