



KATHERINE TOWN COUNCIL

POSITION DESCRIPTION

TITLE: FINANCE OFFICER

CLASSIFICATION: LEVEL 4

DEPARTMENT: CORPORATE SERVICES

1. PURPOSE

The main focus of this role is to provide an effective range of Accounts Payable, Accounts Receivables and Payroll services that meet Australian Accounting Standards, Local Government Financial Accounting obligations, and the Katherine Town Council Enterprise Agreement requirements. The Finance Officer is a member of the finance team who are multi-skilled in all aspects of Accounts Receivable, Accounts Payable and Payroll.

2. KEY RESPONSIBILITIES

- Processing creditor invoices and purchase orders
- Reconciling creditor accounts against monthly statements
- Process general ledger and plant journals
- Provide accounting software system (Authority) training as required
- Generate invoices, statements and/or adjustments to debtor invoices and rates notices.
- Act as a key contact for queries from internal and external customers.
- Maintain the creditors', debtors' and employee master information.
- Assist in the collection of Council's outstanding accounts receivable.
- Investigate advice and process all transactions relating to investments in accordance with Council's Investment Policy.
- Ensure Council's financial policies, procedures and processes are adhered to and actioned accordingly.
- Process fortnightly payroll including superannuation and deduction remittances.
- Process staff uniform entitlements in accordance with annual budget allocations.
- Conduct all Council financial reconciliations, including daily bank reconciliation, ensuring adherence to the Council's relevant internal audit procedures.
- Perform end of month processes including general ledger and subsidiary ledgers reconciliation.
- Preparation of monthly BAS
- Provide information/reports for the preparation of monthly reports to Council and the Annual Financial Statements, associated working papers and reconciliations for submission to the Auditors, ensuring the compliance with statutory deadlines.
- Participate and contribute in Council's budget process.
- Assist in the updating of Council's Fees & Charges policy, procedures and structure.
- Assist in all areas relating to Rates & Charges including rates revenue (modelling), enquiries, collection of outstanding rates, BPay, direct debit, journal entries, etc.
- Participating in project teams as required.

- Provide high level customer service through incoming telephone calls and counter enquiries.
- Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- Any other duties as directed.

3. ORGANISATIONAL RELATIONSHIP

The position's reporting and team membership is in accordance with the Council's organisational chart.

4. AUTHORITY AND ACCOUNTABILITY

The position is accountable for the quality and accuracy of the services provided in the position description.

5. REQUIREMENTS OF THE POSITION (Selection Criteria)

a. Skills

- A high level of accuracy and numeracy with the ability to input data effectively.
- The ability to operate a variety of office equipment and software programs.
- Demonstrated experience in working in a high volume Accounts Payable, Accounts Receivable and process payroll in accordance with the Council's Enterprise Agreement.
- An excellent knowledge of the Goods and Services Tax (GST) in relation to Accounts Payable.
- The ability to deal with difficult customers in a consultative manner.
- The ability to communicate with all levels of staff, creditors and debtors.

b. Knowledge

- Sound knowledge in the use of a range of computerised office equipment and proficient use of suitable Microsoft products, including Microsoft Word and Excel.
- A thorough understanding of accounting procedures and computer based accounting systems.
- Previous experience in working with general ledgers, payroll, debtors and creditors.

c. Experience / Qualifications

- Desirable qualification up to Certificate III level in finance and/or business management.
- A current Northern Territory driver's C class licence.

d. Training

- Willingness to undertake accredited training.

6. OCCUPATIONAL HEALTH, SAFETY AND WELFARE

Effective implementation of a workplace health and safety program requires the active involvement of all employees. They have an obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public.

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

7. PERFORMANCE STANDARDS

The performance of the Finance Officer will be measured by:

- The extent to which the stated key responsibilities are achieved.
- The quantity and quality of work, reports and advice provided.
- The quality of relationships with both community members and work colleagues.
- The demonstrated commitment to the Katherine community.
- Customer feedback.

PREPARED BY

Director Corporate and Community Services

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APPROVED BY

Chief Executive Officer