


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> <div data-bbox="367 257 486 392" style="text-align: center;"> <p>Role Title</p> </div> </div> <div data-bbox="343 481 518 638" style="background-color: #0070C0; color: white; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> <div data-bbox="367 526 478 593" style="text-align: center;"> <p>Group</p> </div> </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="199 1870 399 1892" style="font-size: small;"> <p>Clarence... a brighter place</p> </div>	<div data-bbox="367 257 486 392" style="text-align: center;"> <p>Role Title</p> </div>	<p>Finance Officer Role Description</p>	
		Financial Management	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Manager	Jane Murrell	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

	Development Date	November 2022
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Financial Management Group Objectives

To exercise active stewardship in the strengthening of the City's finances through:

- implementing sound financial planning strategies
- developing and monitoring annual plans and budgets consistent with council's Strategic Plan
- developing and implementing internal systems that ensure monitoring and measurement of financial performance
- implementing systems that minimise the council's exposure to financial risk
- ensuring appropriate financial resourcing
- considering opportunities for more direct user payment for services and programs
- optimising use of Council's assets

Essential Duties and Responsibilities

Ensure a high level of customer service for the organisation by providing effective and efficient financial and administration services, including:

- monitoring and assessing the council's cash position and investing funds as required as approved by council's Accountants and CFO
- completion of monthly journals and reconciliations
- reconciliation of council's credit cards
- completion and lodgement of council's BAS
- maintenance of bonds, and guarantees lodged with council
- supporting the accounting and finance functions through the timely completion of regular and adhoc tasks including processing transactions, reconciliations, reports and undertaking specific project work and tasks as directed
- providing support for key finance business processes such as accounts payable, receivable and rates office including receipting of payments and accurate maintenance of customer, supplier and property data and accounting systems
- efficiently and courteously handling face-to-face, telephone and written correspondence

Support the efficient operations of the Finance Group in accordance with operational policies and procedures, including:

- liaising with internal and external stakeholders
- actively participating in the review of existing procedures and the recommendation and implementation of improvements
- providing support to the Group, including administration support; and maintenance of electronic and hard copy information ensuring that information is accurate, relevant and up to date
- relieving other Finance and Accounting Officers as required to achieve workload priorities
- undertaking specific project work and tasks, as directed

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- comply with all reasonable and lawful directions
- take reasonable care that their acts or omissions do not adversely affect the health and safety of themselves or others in the workplace
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to council's:
 - Customer Service Framework and Charter
 - Procurement Policy and Code for Tenders and Contracts
 - Fraud Policy
 - Workplace Behaviour and Code of Conduct Policies
 - Work Health and Safety Policy and Procedures
- perform all duties to the best of their ability at all times

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Finance Officer is a member of the Financial Management Group and is responsible to the Chief Finance Officer.

Salary

The salary range for this position is Pay Point 13 to 18.

Selection Criteria

Essential

- Experience in the use of a large computerised financial system.
- Experience in accounting and/or finance environment.
- Demonstrated analytical and problem-solving abilities.
- An excellent approach to customer service.
- Initiative, a pro-active approach to work and a commitment to ongoing development.
- Sound oral and interpersonal communication skills.
- Excellent time management and organisational skills.
- An ability to work in a fast paced and dynamic team environment.

Desirable

- Formal qualification in Finance/Administration.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods.
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers.