



Shire of Wandering

## Finance Officer (Part-time) Position Description

### SHIRE VALUES

### ADAPTABILITY, PERSEVERANCE, ACCOUNTABILITY, DILIGENCE

#### POSITION TITLE

Finance Officer

#### DEPARTMENT / SERVICE AREA

Finance

#### INDUSTRIAL AWARD

Local Government Officers' Award 2021

#### CLASSIFICATION

Level 5 – 38 hours per fortnight

#### POSITION REPORTS TO (ROLE)

Senior Finance Officer

#### POSITION SUPERVISES / MANAGES (ROLES)

Nil

#### LAST DATE PD REVIEWED

09/10/2025

#### LINKS TO CORPORATE PLAN OBJECTIVES

##### IMPROVE OUR FINANCIAL POSITION

Improve accountability and transparency.

Prudently manage our financial resources to ensure value for money.

##### PROVIDE STRONG LEADERSHIP

Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan

**ORIGINAL POSITION CERTIFICATION DATE: 23/08/2022**

#### APPROVED BY:

Dr. Alistair Pinto

**CHIEF EXECUTIVE OFFICER**

#### POSITION SUMMARY

To be responsible for the financial health of the Shire by administering day to day accounting operations to meet legal requirements.

The incumbent should be familiar with audits, invoices and budget preparations and demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable, and accounts receivable. You should also have excellent organisational skills and be able to handle time-sensitive tasks.

<b>KEY RESPONSIBILITIES AND DUTIES</b>	
<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>Provides excellent customer service to internal and external stakeholders in relation to financial matters within scope of the role and delegated authority.</li> <li>Participates in providing back up counter and telephone enquiries relating to Shire and Australia Post.</li> </ul>
<b>FINANCE</b>	<p><b>CREDITORS</b> Overall responsibility for Shire's creditors system including but not limited to:</p> <ul style="list-style-type: none"> <li>Data entry of creditor's invoices.</li> <li>Generate cheques/EFT on a regular basis according to policies and/or procedures.</li> <li>Statement Reconciliations and timely follow up of discrepancies.</li> <li>Monthly list of payments for Council Information.</li> <li>Respond to creditor enquiries.</li> <li>Record all changes to creditor's master files in Central Records, and update details in SynergySoft.</li> <li>Prepare EOM or EOFY financial reports for creditors as required.</li> </ul> <p><b>PURCHASE ORDERS</b></p> <ul style="list-style-type: none"> <li>Process utility orders as required.</li> <li>Regularly monitor outstanding Purchase Orders and cancel if applicable.</li> <li>Produce Monthly outstanding purchase order reports for staff to review.</li> <li>Monitor quotes to ensure compliance with policies and/or procedures.</li> </ul> <p><b>PAYROLL</b> Overall responsibility for the Shire's Payroll system, including but not limited to:</p> <ul style="list-style-type: none"> <li>Preparation of payroll on a fortnightly basis.</li> <li>Interpret Award/Enterprise Agreement clauses and ensure these are applied consistently to salaries and wage payments.</li> <li>Ensure that the payroll for contracted staff complies with the terms outlined in their individual contracts.</li> <li>Ensure payroll deductions and superannuation deductions are submitted to funds and/or creditors immediately following the final payroll processing</li> <li>Payroll reconciliations and regulatory administration.</li> <li>Prepare and reconcile accrual of leave for financial reporting and budgeting purposes.</li> <li>Final approval of payroll processing is the responsibility of the CEO.</li> </ul>
<b>GOVERNANCE AND COMPLIANCE</b>	<p><b>AGENDAS &amp; INFORMATION BULLETIN</b> Assist with the preparation of Council's monthly Agenda and Information Bulletin, including but not limited to:</p> <ul style="list-style-type: none"> <li>Monthly payment of creditors report.</li> <li>Monthly credit card payment report.</li> </ul> <p>Ensure the Shire complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping.</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Other activities and functions that this position participates in are found in the Shire's Roles and Responsibilities Matrix.</li> </ul>

**REQUIREMENTS OF THE POSITION**

Some or all of the following skills, knowledge, experience, qualifications and/or training are needed to perform work at this level.

- comprehensive knowledge of the employer's policies and procedures.
- application of a high level of discipline knowledge.
- qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience.

or

- lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard.

or

- a combination of experience, expertise and competence sufficient to perform the duties required at this level.

**EXTENT OF AUTHORITY**

The extent of authority for an employee at this level includes:

- managing a work area of the Local Government.
- exercising significant delegated authority.
- decisions and actions taken at this level having significant effect on programme/projects/work areas being managed.

**CORPORATE ACCOUNTABILITY**

- Comply with the Shire's Code of Conduct, and approved policies and procedures
- Comply with Shire's EEO Policy
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role / position
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Deliver effective uses of the Shire's resources (staff, equipment and other) within the levels of accountability

**WORK SAFETY AND HEALTH STATEMENT OF OUTCOMES**

While at work all of our employees, including contractors and volunteers will be expected to:

- ensure their own safety and health at work. and
- avoid adversely affecting the safety or health of any other person through any act or omission at work.
- comply with safety and health instructions given by the Shire, including any direction to wear personal protective clothing or equipment.
- report all hazards, injury or harm to health in our workplaces to the Shire in a timely fashion and assist with any investigations when required.
- cooperate with the Shire in our efforts to carry out our legislatively imposed safety and health duties

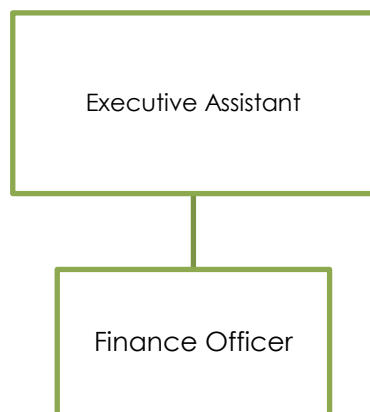
**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

- The Shire of Wandering will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination (including Equal Employment Opportunity) and workplace bullying.
- The Shire aims to ensure harassment, discrimination and workplace bullying does not occur, but in the event that it does, appropriate action is taken immediately. The Shire also commits to educate employees as to the nature and effects of harassment, discrimination and workplace bullying and to provide the necessary resources to inform them of the contents of this policy, their rights and responsibilities.
- The Shire recognises its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, age, disability, religious or political convictions.
- All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.

- All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.
- All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
- The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability

#### POSITION LIAISES WITH:

##### ORGANISATIONAL RELATIONSHIP



##### INTERNAL & EXTERNAL LIAISON



#### SELECTION CRITERIA

##### ESSENTIAL

- A minimum of Certificate IV or Diploma in either Accounting/Finance/Business functions or 2 years' experience in the same or a similar position within a government context.
- Ability to work as a team member and autonomously with minimum supervision.
- Ability to maintain a high level of confidentiality.
- Well-developed interpersonal, written and verbal communication skills.
- Well-developed time management and organisational skills.
- High level of accuracy and attention to detail.
- Advanced proficiency in Microsoft Office applications, including proficiency with spreadsheets, preferably MS Excel.

##### PREFERRED

- An understanding of Local Government Financial Functions and processes including use of Synergysoft.
- Ability to impart financial knowledge to other team members.
- Understanding of the segregation of duties to ensure statutory compliance.
- Current C Class Drivers Licence

#### PHYSICAL REQUIREMENTS OF THE POSITION

- Sitting / standing for periods of time, ergonomics, lifting, bending, work with screen based equipment

**BEHAVIOURAL COMPETENCIES**

- Desire to provide exceptional customer service;
- Willingness to learn new skills;
- Ardent attention to detail;
- Highly developed interpersonal skills;
- Sound leadership and decision-making ability;
- Ability to work as a team member; and
- Friendly, discrete, sensitive and punctual.

**ELIGIBILITY**

- Right to work in Australia.
- Presentation of a National Police Clearance and Working with Children Check not more than three months old.

**GENERAL INFORMATION**

*This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.*

*This position description will be reviewed annually as part of the annual performance appraisal process.*