

POSITION DESCRIPTION

Position Title	Senior Finance Officer
Position Code	7073
Business Unit	Finance
Department	Finance
Work Group	Management Accounting
Position Classification	Band 5
Effective Date	Jan 21

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

To provide effective and efficient accounting support in accordance with accounting standards and statutory obligations

2. Working Relationships

Reports to	Management Reporting Coordinator
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3. Key Responsibilities

- 3.1 Assist the Financial Coordinator and Management Reporting Coordinator in the preparation of monthly reconciliations and month end processes.
- 3.2 Undertake maintenance of the Council's financial reporting system and assist with the implementation of controls to ensure Council's compliance with accounting standards and principles, and relevant legislative requirements and regulations.
- 3.3 Maintain the administration of council's online banking and credit cards, including officer account set-up and closure.
- 3.4 Administer the setup and closure of council's investments in term deposits under direction of the Financial Coordinator.
- 3.5 Perform credit card account reconciliations and ensure compliance with the Corporate Credit Card Policy.
- 3.6 Assist in the ongoing maintenance of Council's asset management system including troubleshooting and process development.
- 3.7 Undertake the capitalisation of assets and assist in the end of year reporting of assets.
- 3.8 Undertake the preparation of the Council's BAS statement and FBT return under supervision of the Financial Coordinator.
- 3.9 Assist with the preparation of Council's Annual Financial Statements and other statutory returns.
- 3.10 Assist the finance team in the development and delivery of training for financial system users.
- 3.11 Prepare and process journals as directed, including payroll journals and accruals.
- 3.12 Participate in reviews of Finance policies, processes and procedures to identify opportunities for continuous improvement.
- 3.13 Provide efficient customer service to internal and external customers.
- 3.14 Provide support as required to the Financial Coordinator and Management Reporting Coordinator on a range of financial services activities and backfill the finance time when required.
- 3.15 Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

4 Core Physical Requirements

- 4.1 Capacity and flexibility to twist at lower back.
- 4.2 Capacity to extend both right and left arms forward.
- 4.3 Capacity to sit for long periods.
- 4.4 Capacity to alternate posture from sitting to standing frequently.
- 4.5 Hand grip & dexterity.
- 4.6 Capacity to walk up and down stairs regularly.
- 4.7 Capacity to, on occasion, lift items unspecified in weight within individual limits.

5. Accountability and Extent of Authority

- 5.1. Responsible for the accurate input of data.
- 5.2. Responsible to ensure adequate control procedures are observed for computer records and maintenance of computer file activities.
- 5.3. Responsible for ensuring up-to-date procedural documentation relating to key responsibilities and relevant tasks are prepared and maintained.
- 5.4. Authority to provide specialist information in response to enquiries within the Key Responsibility areas.

6. Judgement and Decision Making

- 6.1. Carry out duties and provide information within specific guidelines with scope to exercise discretion in application of established standards and procedures.
- 6.2. Work procedures are limited by standards encompassed by nature of work assigned.
- 6.3. Well defined objectives and some creativity and originality for complex/technical problems solving, with guidance available

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1 Up to date knowledge of accounting principles, procedures and processes.
- 7.1.2 Accurate data entry skills and a strong understanding of check processes.
- 7.1.3 Proficiency with financial systems.
- 7.1.4 Strong numerical skills and the ability to reconcile and review accounts and records.
- 7.1.5 Developed problem solving skills and the ability to think clearly, quickly and laterally.
- 7.1.6 Ability to operate general office and computer equipment

7.2 Management Skills

- 7.2.1 Strong organisational skills in order to plan and manage the day to day requirements of the position.
- 7.2.2 Ability to plan and organise own work within a changing environment and against competing demands so as to achieve specific and set objectives in the most efficient way possible with the resources available.
- 7.2.3 Ability to undertake a variety of tasks concurrently with minimal supervision and provide direction, leadership and on the job training to supervised employees or groups of employees.

7.3 Interpersonal Skills

- 7.3.1 Well-developed communication skills, both oral and written.
- 7.3.2 Ability to cooperate and work well with others in the pursuit of team goals.
- 7.3.3 Excellent customer liaison skills.
- 7.3.4 Ability to maintain confidentiality and discretion.

8. Qualifications and Experience

- 8.1. Practical experience in a similar role or the completion of (or studying towards) a post-secondary qualification complimentary to the role.
- 8.2. Demonstrated experience in the use of accounting systems including processing and reconciliation of financial transactions to general and subsidiary ledgers.
- 8.3. Substantial data entry and computer operation experience including proficiency with using databases and other PC applications, such as Microsoft Office.
- 8.4. Experience in the operation of general office equipment and computer applications.
- 8.5. A demonstrated ability to understand and comply with statutory and regulatory requirements.

9. Key Selection Criteria

- 9.1. Demonstrated experience in a similar role.
- 9.2. Ability to cooperate and work well with others in the pursuit of team goals.
- 9.3. Demonstrated proficiency with financial systems and processes including the ability to train and improve the understanding of other users.
- 9.4. Established problem solving skills.
- 9.5. Well-developed organisational skills, including the ability to balance competing demands and work with minimal supervision.
- 9.6. The ability to reconcile and review financial accounts and records with a high level of attention to detail.
- 9.7. Highly developed communication skills (both oral and written), with proven ability to communicate with a broad range of internal and external customers.

Authorised by:

Director – Corporate Services

Date:

Employee's Signature

Date: