Finance Administration Officer
Position Description

1 Incumbent

Name:

Date Commenced:

2 Industrial Instrument and Level

Shire of Corrigin Enterprise Agreement 2018, Level 4.1

3 Position Summary

To provide accurate input of data and reliable day to day operation of the Shire's finance system and provide various administrative support to the finance and works departments.

To work closely with the Senior Finance Officer and Finance Officer in the day to day duties associated with the Shire of Corrigin's financial operations in accordance with statutory requirements and Council Policy.

4 Requirements of Position

4.1 Skills

Developed time management and organisation skills.

Developed written and verbal communication skills.

Developed public relations and customer service skills.

4.2 Knowledge and experience

Working knowledge of accounts payable and accounts receivable systems

Working knowledge of the Goods and Service Tax legislation

Demonstrated experience in providing high quality customer service to a diverse range of customers.

Working knowledge of administration and office procedures.

Working knowledge of computer systems and software applications.

Developed knowledge of Accounting Principles and concepts.

4.3 Qualifications and/or training

Formal qualifications in bookkeeping or related discipline or appropriate on the job training and relevant experience.

Completed Department of Transport training course and hold a Department of Transport Operator ID, or be eligible to undertake and obtain the necessary qualifications.

5 Key Roles and Responsibilities

The principle responsibility areas of this position are outlined in the table below:

NB The position's principle responsibilities are not listed in order of priority.

Accounts Payable
Assist with processing creditor's invoices, ensuring corresponding purchase orders are attached and compliance checks by officers are signed.
Assist Finance Officer with tasks related to accounts payable functions of the Shire.
Accounts Receivable
Process debtor's invoices as required.
Assist the Senior Finance Officer with the rating and property database where required.
Process receipts from bank statement and B-Point from debtors.
Assist Senior Finance Officer with tasks related to accounts receivable functions of the Shire.
Payroll
Assist Finance Officer with tasks related to the payroll functions of the Shire when required.
Customer Service
Deliver a positive and professional customer service to internal and external customers via telephone, counter or email, providing accurate information and effective assistance in a timely manner.
Process Department of Transport Licensing transactions as a backup to Customer Service and Administration Officers.
Process payments including receipting of monies, balancing of transactions and preparation of banking.
Administration
Provide administrative support to the Manager of Works and Services as required.
Provide administrative support to the Occupational Health and Safety Committee where required.
Prepare documents required for agencies and remittance reports for monies collected on their behalf

6 Key Performance Requirements

Accurate and timely data entry processing of accounts payable and accounts receivable.

High level of customer satisfaction including prompt, courteous and efficient answering of enquiries.

Provide administrative support to finance team, Manager of Works and Services, Occupational Health and Safety Committee.

Accurate recording of records.

7 Key projects

8 Organisational Relationships:

8.1 Position is responsible to:

Chief Executive Officer

Deputy CEO

8.2 Position supervises:

Nil

8.3 Key Relationships:

Internal: Chief Executive Officer
Deputy CEO
Administration staff
Other staff as employed from time to time

External: Councillors
Other Local Governments
General Public (including ratepayers and residents as appropriate)
Suppliers of goods and services, contractors

9 Extent of Authority

Works within confines of policy and procedures, under the general supervision of the Deputy Chief Executive Officer

10 Public Responsibilities

To promote a favourable public image of personnel, operations and the Shire in general.

	Signature:	Date
Employee		
Supervisor		
CEO		

Position Description Review History

Created		
Reviewed and updated		