Position Description

Coordinator, Finance Services

Directorate	Corporate & Community
Business Unit	Finance
Location	Council Administration Building, Yass
Award Band	Administrative/Technical/Trades Band 2, Level 3
Position Number	251010
Grade	17
Date position description approved	December 2025

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of $50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Directorate comprises of Community & Engagement, Information & Communication Technology, People & Safety, Governance & Risk, and Finance. The role of Coordinator Finance Services is located within the Finance business unit.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values



Primary Purpose of the Position

The primary purpose of the Coordinator Finance Services position is to coordinate the Finance team's efficiency, striving for high quality and precise finances services to both internal and external customers.

Emphasising strong partnerships, customer service and best practices, the role facilitates Council in making informed decisions through excellent service delivery. To oversee the activities, ensuring accuracy, associated with the Rates, Water, Accounts Payable, Accounts Receivables,Revenue, Banking and Investments, Finance Systems, and Service Charges. The position also supports Council's compliance and reporting requirements.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Lead, supervise and develop the Financial Services Team to deliver high-quality services across rates, water billing, accounts payable, accounts receivable, revenue management, debt recovery, financial reporting and related financial operations.
- Provide financial advice, analysis and support to the Chief Financial Officer, Financial Accountant, Executive Leadership Team, managers and employees to make informed decision-making and the achievement of Council's strategic and operational objectives.
- Implement, maintain and continuously improve financial systems, policies, procedures and internal controls to ensure efficient service delivery, legislative compliance and sound financial governance.
- Oversee the accurate and timely processing of transactions including rates and water billing, property annual changes, rates related applications, rebates, adjustments, certificates and other revenue-related activities.
- Ensure the integrity and accuracy of Council's financial records through the timely reconciliation of general ledger, subsidiary ledger and bank accounts, including the investigation and resolution of pending unreconciled items.
- Prepare and coordinate reports, statutory returns, valuations, submissions and other financial information required by internal and external stakeholders, including annual rate estimates, pensioner concession claims and permissible income calculations, supplementary reconciliation, apply sub-division for part rating.
- Support the CFO and Financial Accountant in preparation and monitoring of Council's annual budget, long-term financial plans, quarterly budget reviews, cash flow forecasts and year-end accruals and financial reporting processes in collaboration with the Chief Financial Officer and Financial Accountant.
- Support internal and external audit activities and ensure audit recommendations, compliance obligations and regulatory requirements are implemented as per agreed timeframe.
- Maintain and enhance Council's financial management systems, including but not limited to the Rating, Water, Accounts Payable, Accounts Receivables, Bank Reconciliation, while also leading system improvements, development of written process, improvement and business transformation initiatives.
- Ensure compliance with all relevant legislation, accounting standards and Council policies.
- Promote a positive, customer-focused and high-performing team culture through effective leadership, workforce planning, staff training and development, performance management, risk management, continuous improvement and cross-functional collaboration.

The Manager may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out

in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Workers are required to follow WHS policies, procedures and safe work practices, identify and report hazards, risks and incidents, support risk management activities, and actively participate in WHS initiatives and continuous improvement.

Key Challenges

- Handling difficult and sensitive enquiries regarding across the finance and payroll processing functions, in particular in respect to revenue accounts and debt recovery.

Key Internal Relationships

Who	Why
Finance Officers	Provide guidance and support, provide advice and relevant information.
Chief Financial Officer	Provide support and ensure provision of operational finance functions and reporting for Council
Financial Accountant	Provide support and ensure provision of operational finance functions and reporting for Council
Directors and Managers	To support their functions and provision of council objectives

Key External Relationships

Who	Why
Contractors	Provide and receive information.
Community	Negotiate payment of accounts within specified time period.
Audit- Internal and External	Provision of Information to ensure audit activities are undertaken

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Chief Financial Officer

Reports

Revenue Officer(s)

Finance Officer (Accounts Payable)

Finance Officer (Accounts Receivable)

Essential Requirements

- Demonstrated experience and working knowledge of financial operational requirements, including general ledger reconciliation processes, processing payroll, accounts payable, receivable, compliance and reporting requirements.
- Demonstrated experience successfully leading and managing a team with a minimum of three years' experience.
- Excellent written and verbal communication skills to effectively interact with stakeholders.
- Proven experience in finance administration or accounting roles, with exposure to financial reporting and analysis.
- Strong understanding of financial principles, accounting standards, compliance and budgeting processes and advanced excel skills.
- Demonstrated previous working knowledge and experience of local council rates and water billing requirements.
- Demonstrated knowledge of technology-based finance, rating and billing systems.

Desirable Requirements

- Related tertiary qualification in Finance, Accounting or Business Management.

Approval History

Stage	Date	Comment	MagiQ Reference
Created	November 2025	New Position	

Ownership and Approval

Responsibility	Role
Author	Chief Financial Officer
Approver	Director Corporate & Community