



Position Description

Position Title:	Senior Finance Officer
Position Code:	3208
Basis of Employment	Full Time – 35 hour week
Classification:	Grade 13
Reports to:	Financial Services Coordinator
Location:	Bland Shire Council, Shire Street West Wyalong
Date Position Approved:	18 August 2020

Primary Purpose of the Position

To provide high level financial and accounting support to Council.

Primary Responsibilities

- Prepare financial documents including Business Activity Statement (BAS) and FBT returns within designated time frames
- Reconcile and acquit for all grant monies received by Council (including RMS grants and other funded services)
- Liaise with relevant departments within Council to coordinate funding, grants and acquittals.
- Coordinate the financial aspects of Council's leased properties
- Provide advice and guidance to the Finance Officers (Debtors, Creditors) and conduct relief duties for these positions when required
- Liaise and assist staff with regard to Council's Financial System
- Oversee the maintenance of daily financial reports including bank reconciliation
- Prepare the monthly Financial Reports and assist with budget reporting
- Liaise with external auditors and the NSW Office of Local Government in respect of statutory reporting and compliance issues
- Maintain appropriate documentation to provide an audit trail and sufficient material to ensure statutory compliance is achieved
- Complete system journals and updates periodically and as required
- Produce orders for goods and services
- Maintenance and administration of Council's accounting records and financial maintenance
- Actively contribute to the team within the Directorate, promote best practice and maintain professional standards and integrity
- Contribute to the continuous improvement of financial systems and processes
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities
- Carry out other duties that are within the limits of employee's skills, competence and training

Essential Criteria

- Certificate IV in Financial Services or relevant qualification.
- Relevant work experience in accounting and financial services and ability to provide advice and guidance on finance issues.
- Current Class "C" Driver Licence

Highly Desirable:

- Demonstrated ability to provide accurate and timely financial advice and reports to Managers, Senior Staff and Council
- High level computer skills, including demonstrated knowledge of financial management systems.

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Constant sitting	Occasional stooping/bending/squatting
Constant bilateral fine finger manipulations (keystrokes)	Occasional lifting/carrying <10kg