

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Creditors Officer
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 3
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	Updated: 29 July 2026
Position Purpose:	The position is responsible for the accurate and timely processing of Councils Creditors in line with Council Policy and Statutory requirements.
Reports To (Position Title):	Finance Manager
Roles Reporting to This:	Nil
Key Relationships / Interactions:	• CEO and Directors • Other Council staff, supervisors & managers • Government Departments, Agencies • Council customers and all creditors of Council
Decision Making Authority:	The Chief Executive Officer, in accordance with the provisions of the Local Government Act 2009, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position. The position is accountable to the Finance Manager in the timely delivery of work functions of this position.

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	• Ensure the prompt matching of invoices to orders, verification of computations, verification of receipts of goods / services and reconciliation to statements. • Liaise with staff and creditors for the prompt resolution of discrepancies and disputes. • Process timely eft payments & cheque runs each week for payment of creditors. • Prepare monthly list of payments for submission to Council. • Ensure the creditor's ledger balances at least once a month. Process refund payments. • Ensure that payments are made by the due dates so that discounts are received, and penalties avoided. • Ensure invoices are compliant tax invoices and the goods and services tax is handled correctly.



	• Accurate and timely filing of source documents and vouchers. • Assist with the preparation of the business activity statement. • Create accounts payable master records for new creditors. • Provide prompt service to management, creditors and staff. • Carry out other duties from time to time as directed by the immediate supervisor or manager or Chief Executive Officer.
Supervisory Responsibilities	Nil
Communication & Interpersonal Responsibilities	• Effectively communicate with different levels of the organisation from Chief Executive Officer, Directors, team members, and operational staff. • Service delivery or interaction with our customers is focused on resolving immediate problems and mitigating the risk of potential problems. • Encourage continuous review of our service culture and the implementation of policies and practices valued by our customers. • Project and promote the image of Council as being efficient, courteous and customer focussed and characterised by open, honest and timely communication with stakeholders and peers. • Comply with Council's Code of Conduct.
Legislative Responsibilities	Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: • <i>Local Government Act 2009 (Qld)</i> • <i>Local Government Financial and Performance Management Standard 2019</i> • <i>Local Government Regulation 2012</i> • <i>Public Records Act 2023 (Qld)</i> • <i>Information Privacy Act 2009 (Qld)</i> • <i>Crime and Corruption Act 2001</i> • <i>Human Rights Act 2019 (Qld)</i> • <i>Public Sector Ethics Act 1994</i> • <i>Anti-Discrimination Act 1991</i> • <i>Public Interest Disclosure Act 2010</i>
Workplace Health and Safety Responsibilities	The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by their Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
Confidentiality and Privacy	Keep all confidential information completely confidential, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, and after completion of employment. Ensure compliance with: • Right to Information Act 2009 • Information Privacy Act 2009
Financial Responsibilities	Comply with Council's Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.



PART 3 – PERSON SPECIFICATION

Qualifications & Experience
• Competent in general accounting principles. • Knowledge of the Local Government Sector and the statutory and regulatory requirements. • Experience in Creditors functions in Local Government or business. • Prior experience in the use of computerised financial management software. • Working knowledge of computer networks including integrated accounting packages, word processing and spread sheeting applications.
Technical Skills & Abilities
• Sound level of proficiency in report writing and demonstrated ability to produce logical, plain English and professional written communication. • Able to work efficiently with limited supervision • Demonstrated ability to use initiative and solve problems in relation to role requirements. • Demonstrated ability to plan workload, achieve set goals and meet deadlines. • Good interpersonal and verbal communication skills.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
1. Previous experience in a similar role or competent in general accounting principles. 2. Proficient in report writing and demonstrated ability to produce logical, plain English and professional written communication. 3. Proficiency in the use of computer software including MS Excel and Word and hands on experience in the use of computerised accounting software. 4. Demonstrated skill in a customer service environment with strong teamwork and productivity.
Desirable
Knowledge of the Local Government Sector, in particular, the statutory and regulatory requirements