



Position Description

Position Title	Senior Finance Officer - Directorate Budgets
Position No.	10095
Division	Corporate Services
Division	Finance
Reports to	Financial Services Manager
Current Status	Permanent – Full Time
Band/Level	Band 3 Level 2
Grade	16
Step	Entry Level to Full Step 4
Last Reviewed	August 2026
Conditions of Employment	The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The Senior Finance Officer - Directorate Budgets is responsible for assisting the Directors of Infrastructure Services (IS), Water, Wastewater & Waste (WW&W) and Development, Community & Place (DC&P) to deliver financial management plans for Directorates that respond to the strategic directions of the Council.

Central to the role is the implementation of strong financial and budget management controls throughout the Directorates operations; to provide accounting support to the Directorates; and to make recommendations to the Financial Services Manager on continuous improvement of controls, systems and processes.

The position holder will liaise with Directors and budget managers, providing advice and support on financial issues pertaining to their department.

Specific Duties and Responsibilities

- Coordinate Directorate budgets – operating, capital and other projects.
- Coordinate Directorate monthly budget reviews and preparation of budget reports.
- Provide technical advice on contemporary funding and budgeting issues.
- Work collaboratively with directors and budget/project managers to ensure efficient and effective financial management.
- Provide direction and support to Directors and budget managers in terms of strategic financial management and performance within their program areas.
- Develop and update asset management plans in collaboration with Directors and Managers.
- Provide assistance and training in budgeting, budget management, reporting and financial matters to ensure Directors and budget managers are upskilled and competent in these areas.
- Attendance at Management meetings as required.
- Provide Directors and managers with advice, guidance and direction on technical and legislative matters relating to budgeting, financial planning and management accounting.
- Make recommendations to the Financial Services Manager on continuous improvement of financial controls, systems and processes.
- Comply with Councils Code of Conduct, Professional Standards and Statutory requirements, ensuring proper and ethical behaviour at all times.

- Initiate and resolve all correspondence within agreed service standards.
- Assist in the acquittal and management of grants and returns.
- Prepare reports for Council and Council Committees as required.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation.

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to a customer enquiry within an appropriate timeframe
- Operate Office Equipment
 - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
 - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
 - Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards and policies.
 - Working in accordance with relevant competency standards.
- Budget Management
 - Develop annual departmental budgets in accordance with Council's budgetary policies and guidelines.
 - Prepare business cases as required for annual budget submissions and program development.
 - Review fees and charges on annual basis in accordance with conscious pricing principles.
 - Regularly (at least monthly) monitor departmental budgets – review and analyse budget variances and determine remedial action if required.
 - Allocate income and expenses only to ledgers with an allocated budget.
 - Manage capital / operational project budgets in accordance with project management policy and procedures.
 - Adhere to Council's SWP 4.10 Budget Management to ensure a consistent approach to budget management processes, compliance

with relevant legislation and regulations, as well as to ensure accountability for managing budgets.

➤ Work Health & Safety Responsibilities

- Follow Council's WHS policies and procedures as instructed
- Ensure their actions do not adversely affect the health and safety of themselves or any other person
- Report all WHS hazards and incidents to their supervisor as soon as possible
- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers, and others in regard to safety

➤ Recordkeeping Responsibilities

- The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
- Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

Nil.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Manager

Date

Selection Criteria

Essential

- Tertiary qualification in Accounting, Business or Finance.
- Demonstrated experience in developing Departmental and project budgets.
- Demonstrated experience in budget reporting and budget reviews.
- Demonstrated experience in delivering financial training to non-accountants.
- Ability to work within a team environment that provides financial services across a multifunctional organisation.
- Excellent written and verbal communication skills.
- Demonstrated experience in the use of a computerised accounting system and other PC based systems and applications.
- Class C Drivers Licence.
- Demonstrated commitment to the principles of honesty and integrity.
- Demonstrated commitment to and understanding of Work Health and Safety

Desirable

- Demonstrated experience in the preparation of annual financial statements.
- Experience of working in a local government environment.
- Knowledge of Local Government legislation relevant to the position.
- Three years relevant experience in Finance or Accounting.