

# SHIRE OF ASHBURTON

## Position Description

| Finance Officer       |                                              |
|-----------------------|----------------------------------------------|
| Position Number       | JA.262                                       |
| Directorate           | Corporate Services                           |
| Department            | Finance                                      |
| Job Family            | Officer                                      |
| Reports To            | Financial Accountant                         |
| Direct Reports        | Not Applicable                               |
| Location              | Tom Price                                    |
| Industrial Instrument | Shire of Ashburton Enterprise Agreement 2022 |
| Classification Level  | 4                                            |

### Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

### Values

Respect   Openness   Teamwork   Leadership   Excellence   Health and Wellbeing

### About the Role

#### Role Objective/Purpose

Support and undertake the finance and administration operations of the Shire.

#### Key Role Outcomes

Operating in a team environment, duties will include the general undertaking of local government finance functions to achieve the sound management of the day-to-day financial operations of the Shire.

Finance operational areas include, although are not limited to, -

- Accounts payable and accounts receivable;
- Banking and petty cash;
- Plant and assets;
- General ledger maintenance;

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- Reconciliations;
- Rates;
- Basic payroll;
- Inventory; and
- General finance tasks.

### Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

### Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence and Health & Wellbeing which apply at all times, to all staff, in all roles.

| Competency                           | Required Level                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Health and Safety</b>             | Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.                                       |
| <b>Accountability</b>                | Intermediate: Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.                                                                                                   |
| <b>Judgement and Decision Making</b> | Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the |
| <b>Time Management</b>               | Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.                                                                                                                                                                                                                            |

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|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leadership</b>                                                                              | Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.                                                                                                                                                                       |
| <b>Financial Management</b>                                                                    | Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.                                                                                                                                     |
| <b>Customer Service</b>                                                                        | Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.                                 |
| <b>Role Specific Competencies</b><br>These are the specific competencies required of the role. |                                                                                                                                                                                                                                                                                                     |
| <b>Competency</b>                                                                              | <b>Required Level</b>                                                                                                                                                                                                                                                                               |
| <b>Problem Solving</b>                                                                         | Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge, acting at all times in accordance with management directives, policies of Council and legislative requirements.         |
| <b>Policy or Legislative Interpretation</b>                                                    | Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.                                                                                                                                        |
| <b>Conflict Resolution</b>                                                                     | Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.                                                                                                               |
| <b>Communications Skills</b>                                                                   | Intermediate: Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters. |
| <b>Report Writing</b>                                                                          | Intermediate: Undertake initial or straightforward drafting of reports, submissions or non standard correspondence.                                                                                                                                                                                 |
| <b>Administration Skills</b>                                                                   | Intermediate: Able to use software to complete more complex administration tasks.                                                                                                                                                                                                                   |
| <b>Policy and Procedure Development</b>                                                        | Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.                                                                                                                                                                             |
| <b>Project Management</b>                                                                      | Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.                                                                                                                                     |

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### **Licenses, Registrations, Memberships or Qualifications Required of Role**

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated within 6 months of commencement); and
- Desirable - Certificate IV in Accounts/Bookkeeping (or relevant experience).

### **Experience, Skills, Knowledge Required of Role**

- Previous experience in relevant areas or similar role;
- Knowledge of accounting systems and practices;
- Knowledge of Goods and Services Taxation (GST) Legislation;
- High level of accuracy and attention to detail.

### **Confirmation**

I have received, read, and familiarised myself with this position description

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position description may be reviewed on an annual basis, as part of the Shire's annual performance review process.