



Position Description

Finance Officer – Accounts Receivable, Insurance and Assets

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

Our Values

- Listening
- Considered Decision Making
- Appreciation
- Respect
- Team Work



Position Details

Title	Finance Officer – Accounts Receivable, Insurance and Assets
Position Number	22
Directorate	Corporate Strategy and Performance
Reports to	Finance Coordinator
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Level 4

Position Overview

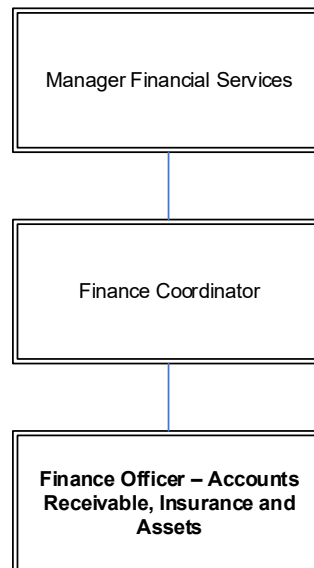
Summary of the key objectives of the position.

To efficiently administer the City's accounts receivable function, including the effective and legally compliant collection of monies outstanding.

To assist the Finance Officer – Assets with the daily administration of the City's Financial Assets systems and to be the primary relief officer to the position as required.

To administer the City's general insurance function, with particular regards to the processing of claims and the administration of the City's schedule of insurable items.

Reporting Relationships



Key Duties and Responsibilities

Accounts Receivable Management

- Overall responsibility for administration of the City's Accounts Receivable function.
- Liaising with other parts of the organisation that maintain Accounts Receivable functions to ensure they operate efficiently and in compliance with any Council policies and Organisational practices and procedures.
- Assist to investigate and implement measures to consolidate Accounts Receivable functions across the organisation where practical and as the business systems allow.
- Within the scope of the Finance Accounts Receivable area of responsibility, ensure the accurate and timely raising of tax invoices, adjustments, credit notes and associated journals in compliance with the City's legal authority to charge for services rendered and appropriate Council policies and Organisational practices and procedures.
- Ensure New Debtor accounts are set up accurately and in a timely fashion.
- Maintain, reconcile and balance sundry debtor trial balance weekly and monthly to the City's Sundry Debtor General Ledger account ensuring any misbalances are investigated and balanced.
- Provide the Manager Financial Services or the Finance Coordinator with a monthly reconciliation of outstanding debts for checking and signing. Follow up outstanding debts to establish if legal action is required and action accordingly. This will involve:
- Maintain full and accurate records of all actions taken in respect of the above.

Support and Backup – Assets – Asset Administration

- Assist the Finance Officer – Assets with the Asset Administration process. This includes assistance with the following Administration tasks:
 - To allocate asset and plant numbers as required.
 - To run depreciation on a monthly basis.
 - Ensuring that any donated assets are identified and accounted for in compliance with established procedures and guidelines.
 - The maintenance of the City's Asset Register via the timely recording of acquired and disposed assets.

Support and Backup – Assets – Financial Reconciliation Reporting

- Assist the Finance Officer – Assets with the Asset Financial Reconciliation and Reporting process. This includes assistance with the following tasks:
 - The completion of monthly reconciliations and associated financial reporting requirements.
 - Prior to the end of each financial year, assist in ensuring that the description and value of donated infrastructure assets are provided, reconciled and brought to account.
- At the end of each financial year, assist in the compilation of required financial reports and reconciliations to validate balances as included in the annual financial statements.

Support and Backup – Assets – Physical Asset Reconciliations

- Assist the Finance Officer – Assets to establish and maintain processes and timelines to ensure that physical checks of the organisation's assets (including plant, computer equipment, minor plant and equipment, and portable and attractive items) are undertaken and recorded by relevant custodians on a periodic basis.
- Assist the Finance Officer – Assets to work with relevant custodians (particularly information technology and depot based) to ensure that robust internal procedures and communication protocols are implemented and maintained in the control, acquisition and disposal of assets.

Support and Backup – Assets – Stocktake

- Assist the Finance Officer – Assets with the Stocktake process. This includes assistance with the following Stocktake tasks:
 - To actively assist, support and monitor relevant outstations to ensure that regular stocktakes are being undertaken in respect of inventory items.
 - To periodically attend outstation stocktakes (e.g. Depot, Geographe Leisure Centre) to ensure that any discrepancies are identified, rectified, and that remedial procedures are instigated to negate recurrence.
 - If required, to liaise with relevant Engineering and Works Services staff to ensure that gravel pit (or similar) stocks are being administered correctly and that a stock value can be provided as and when required.
 - If required, to calculate, on an annual basis, a cost attributable to gravel mined (or similar) to ensure consistency with the unit cost charged out from stock.

Insurance

- Administer the City's general insurance portfolio.
- In collaboration with Asset Officer and other applicable staff, ensure the Insurance schedule matches the City Asset list.
- In collaboration with applicable staff, to submit a schedule of insurable items to the City's insurer each year, in unison with the compilation of associated renewal documentation.
- Liaise with insurance claimants in a timely fashion to advise of City's insurance process, gather further information and lodge claims.
- Maintain and administer a register of all claims and report this on a monthly basis.
- In collaboration with applicable staff, to maintain current records in respect of movements in insurable assets and to advise the City's insurer as appropriate and as required.
- To ensure the above actions are completed sufficiently early in each year to enable draft budget estimates to be provided in a timely manner.

Fuel Tax Credits

- On a monthly basis, to calculate the Fuel Tax Credit for lodgement as part of the BAS.
- To maintain adequate documentation, as required by the Australian Taxation Office, in support of monthly Fuel Tax Credit claim calculations.

- To ensure that relevant plant acquisitions and disposals are properly accounted for so as to ensure that the City is correctly calculating its Fuel Tax Credits; in line with the prevailing rates as determined by the Australian Taxation Office.
- Liaise with Fleet coordinator (or equivalent) to ensure fuel stock take readings are available, regular, and able to be verified.

Support – Accounts Officer

- To provide ongoing assistance to the Accounts Officer where possible as workload permits,
- To provide specific assistance and backup to the Accounts Officer by completion of the following tasks, amongst others; as required:
 - Processing of Bpay, BPoint, Secure pay or similar refunds.
 - Petty Cash Recoups (including Bush Fire Brigade reimbursements).
 - To reconcile and process petty cash recoups as requested from various activity areas and outstations of the City, ensuring compliance with policy and ATO requirements.
 - Rectification of input and other errors regarding costings, including advice to relevant staff.

Accountable Documents Register

- Maintain a register of accountable items.
- Keep full and accurate records of accountable items.
- Issue receipt book as requested and note returns Reconcile and balance accountable items on a quarterly basis.

Cash Floats

- Maintain and update a register of all cash float holdings.
- Ensure that the balance recorded in the register reconciles with the associated general ledger account (reconciliations to be conducted on no less than a quarterly basis).
- Ensure that cash float certificates are issued, signed and returned as at 30 June each year.

Other duties are required, including but not limited to

- To provide assistance to other staff within the Financial Services team as and when required, including backup for the Accounts and Accounts Payable Officers.
- To actively contribute to and participate in corporate initiatives and organisational process improvements.
- Develop, review and maintain a procedures manual for the role.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.

- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate the below competencies:

- Cert IV in Finance, Accounts or Business Administration.
- Demonstrated experience in, and understanding of the Accounts Receivable Function including account management and debt recovery.
- Demonstrated understanding of general insurance related matters including claims procedures.
- Sound knowledge of financial accounting procedures, including with regard to Asset Accounting.
- Developed interpersonal and customer service skills.
- Developed analytical and numeracy skills.
- Developed conflict resolution and negotiation skills.
- Demonstrated ability to work actively in a team environment.

Authorities

This position operates under the limited direction of the Finance Coordinator within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old
- Proof of right to work in Australia
- Current C Class drivers licence

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment