



Position Description

Position Title	Finance Officer – Generalist
Directorate	Corporate and Community Services
Level	EBA Level 5
Reports to	Finance Coordinator
Responsible for	NIL
Primary Location	Margaret River Civic Administration Centre
Delegation	Not applicable
Position No. & date	August 2024

Position Overview

To assist in all aspects of delivering on the financial obligations for the organisation in accordance with the requirements of the *Local Government Act 1995*, Local Government (Financial Management) Regulations 1996, Australian Accounting Standards and other mandatory reporting requirements within Australia. To support the Finance Coordinator with the administration and control of the Shire's rates and accounts receivable responsibilities.

Position Responsibilities

Key Functions and Duties

Financial Management	<u>Financial Management :</u> • Assist Finance Coordinator with month end processes and preparation of the monthly financial report for business units. • Review, approve and assist with processing of accounts payable. • Prepare General Ledger reconciliations and clear reconciling items within the following month. • Assist with the bank receipting, reconciliation function and day to day administration of all bank accounts. • Fuel processing and fuel card control. • Assist the Finance Coordinator to maintain and reconcile the Property, Plant and Equipment registers. • Collection and preparation of light & heavy fleet data. • Assist with the preparation of the Annual Financial Report and provide support to external auditors whilst they conduct the interim, annual audits, and any other audit. • Monitor outstanding purchase orders.	60
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	• Assist with mid-year budget review and budget preparation. • Review and update Finance procedures and guidelines • Input and review plant utilisation information • Maintain motor vehicle register and coordinate odometer readings on a quarterly basis <u>Insurance</u> • Coordinate Insurance claims, including liaising with insurer on claims and policies, and arranging paperwork from Shire staff • Preparation of the Annual Insurance declarations and update insurance schedules as required. • Co-ordinate fleet registrations • Maintain Shire's Operating/Capital leases file <u>Indirect Taxes (incl BAS and FBT)</u> • Assist the Finance Coordinator with preparation and review of data for the BAS and FBT returns, maintaining all supporting information.	
Rates and Revenue	Support the Coordinator Finance with the administration and control of the Shire's rates and accounts receivable responsibilities. <u>Rating:</u> • Levy rates in accordance with the Local Government Act statutory legislation and Shire policy, including: ○ Pro rata waste collection and rural tip passes ○ Differential rating (tourism) ○ UV Tiered (UV1, UV2 and UV3) ○ UV and GRV Schedule ○ Mining tenements • Assist with modelling the rate in the dollars for the differential rating. • Levy and collect Emergency Services Levy in accordance with statutory legislation. • Issue rate notices, instalment notices, interim rating and final notices as per Council Policy. <u>Rating and Revenue</u> • Respond to rate enquiries from external and internal customers in a professional, accurate and timely manner. Including, taking payments, providing balances, setting up payment plans, providing notices, etc. • Electronic Advice of Sales- prepare order and requisition data for internal department responses	40



	and provide rating information within the required time frames to acting settlement agents. • Debt recovery processing- review outstanding balances and follow debt recovery processes as per Shire policy and internal procedures. • Monitor excess rates and process rates refunds as required. • Process property transfers, welcome letters and follow up on overdue property transfers. • Assist with preparation of complete accurate statutory returns in a timely manner according to imposed deadlines. • To continually review procedures and processes to improve and enhance Council's rating functions Records, property database and media • Ensure accurate and timely record management of all correspondence and documents. • Ensure all requests for information comply with FOI requirements and Shire policies. • Update Change of Name/Address notifications. • Ensure all requests for Owner information comply with the Local Government Act. • Responsible for data integrity and management of Shire Rates database. • Complete and lodge building and improvement completions with Landgate. • Manage and maintain rates master list. • Administer Street Numbering of all Rural, Special Rural and Residential properties in the Shire. • Liaise with Landgate regarding all queries received to ensure accurate maintenance of Council's property database. • Rates notice production, lodgement and approval via Shire's distribution contractor. • Assist Media with production of yearly Rates brochure. • Updating AMR Shire Revenue website pages. Pensioners • Assess and apply Pensioner Rebate applications in accordance with Revenue WA regulations. • All aspects of Pensioner rebates, including lodging	
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	claims, correcting rejections, assisting with Annual Deferred Certificate and claim for submission.	
Other	Other duties as requested by the Finance Coordinator, including : • Elections – assessing and checking eligibility, aiding the Returning officer and any other assistance and processing needed as part of the Election process. • Assist in Accounts Payable and Receivable as required.	
General • Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles; • Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles; • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time; • Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and • Ensure all duties as directed by the Chief Executive Officer are fully undertaken.		

Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following: sign purchase orders or other documents as per the "Authorisation to Sign Documents Register"

Position Requirements

Essential

- Proven practical experience in the provision of services in a Finance office environment or progress towards an appropriate diploma or tertiary qualification in Finance or Accounting.
- Knowledge of the operations required of a team providing financial and management accounting services.
- Advanced level of IT and Administration skills – including sound understanding of Financial Software applications.



- Knowledge and experience with preparation of indirect tax records and related financial services.
- Proven ability to resolve individual problems with limited assistance and promote continuous improvement.
- Experience and proven ability providing complex financial services with minimum supervision.
- Proven ability to achieve high standard output.
- Demonstrated ability to communicate with all Shire staff, members of the community, suppliers and staff of public sector agencies and private organisations.
- Excellent interpersonal skills and ability to contribute and interrelate effectively within a team.
- Proven ability to maintain a high level of confidentiality.

Desirable

- Working knowledge of the Local Government Act 1995 and other relevant legislative requirements
- Demonstrated experience in undertaking revenue or rating services in accordance with legislative requirements or equivalent Diploma qualification in Finance.
- Working knowledge of the Rates and Charges (Rebates and Deferments) Act 1992
- Working knowledge of government functions.
- Experience with Synergy Soft applications.
- Sound understanding of Goods and Services Tax and Fringe Benefits Tax.
- Tertiary level qualification in Accounting or a related discipline.

Key Relationships	
Internal	External
• Executive Team • Directors • Managers • Staff • Elected Council Members	• Community groups and suppliers and customers of Council services, • Statutory bodies, funding bodies and Government Agencies; and • Consultants, contractors and other professionals. • Ratepayers and residents

The Way We Do Things

Respect

Integrity

Community

Excellence



Acknowledgement		
Reporting Officer Name	Signature	Date
Name	Signature	Date