Position Description

Finance Officer

Directorate	Corporate & Community
Business Unit	Finance
Location	Council Administration Building- Yass
Position Number	251012
Award Band	Administrative/ Technical Band 2 level 1
Salary Grade	8
Date position description approved	July 2023

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of $50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Directorate comprises of Community & Engagement, Information & Communication Technology, People & Safety, Governance & Risk, and Finance. The role of Finance Officer is located within the Finance business unit.

Council Vision

"To build and maintain sustainable communities while retaining the region's natural beauty"

Council Values



Primary Purpose of the Position

To provide efficient and accurate finance function in accordance with relevant legislation and Council's policies and procedures.

Key Accountabilities

- Fulfill Accounts Receivable duties, included but not limited to:
  - Reconcile Council's bank accounts to the general ledger and provide report monthly
  - Reconcile sundry debtor accounts to the general ledger and provide report monthly
  - Ensure all invoices are duly authorised by persons with suitable Council delegation prior to processing payment.
- Fulfill all Accounts Payable duties, including but not limited to:
  - Receive invoices, verify details, maximise discounts, and process for payment within the agreed settlement period.
  - Process payments runs, as required, ensuring all invoices are authorised by staff with appropriate Council delegation prior to processing payments.
- Ensure compliance with the current GST legislation.
- Assist with other finance tasks, as required.

The CFO or Financial Accountant or Coordinator Finance Services may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Workers are required to follow WHS policies, procedures and safe work practices, identify and report hazards, risks and incidents, support risk management activities, and actively participate in WHS initiatives and continuous improvement as well as to take reasonable care for the health and safety of self and others.

Key Challenges

- Delivering of financial services within set deadlines while ensuring accuracy, integrity and compliance with relevant legislation, policy and Award.
- Liaise with creditors and debtors to ensure payments are made within specified period and resolve disputes arising from discrepancies.
- Following up overdue debtor accounts in accordance with Council's debt recovery procedure.

Key Internal Relationships

Who	Why
Financial Accountant	Finance and payroll related matters
Leadership team	Exchange of information and provision of guidance on finance related matters.
Employees	Provision of guidance, information and support in relation to payroll.

Key External Relationships

Who	Why
Suppliers	Resolve any disputes arising from discrepancies.
Debtors	Negotiate payment of accounts within specified time period.
Auditors	To provide requested documentation to support compliance with legislation, policy and process.

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Financial Accountant

Essential Requirements

- Previous experience in accounts payable and/or accounts receivable.
- Excellent communication and negotiation skills
- Ability to utilise computerised accounting systems.

Approval History

Stage	Date	Comment	MagiQ Reference
Position Description created	July 2023		7943
Reporting Lines and Introduction Paragraph updated	June 2026		
Amended	Aug 2026	Payroll function removed and PD adjusted	

Ownership and Approval

Responsibility	Role
Author	CFO
Approver	Director, Corporate and Community

Ownership and Approval

Responsibility	Role
Author	Chief Financial Officer
Approver	Director Corporate and Community