



Position Description

Job Title: Finance Officer- Creditors

Reporting To: Senior Finance Officer

Remuneration level: Local Government Officers (Western Australia) Award 2021. Level 5 Step 1

Position Overview

As a member of the Finance team, you will provide:

- an efficient, courteous and professional service to internal and external clients and councillors;
- perform a wide range of book-keeping and accounting duties in an accurate and timely manner; and
- adhere to internal procedures and policies and legislation.

Key duties and responsibilities

- Undertake day-to-day financial and administrative transactions with a high level of accuracy.
 - Maintain Shire's creditor records
 - Regular reconciliation of the creditors records
 - Regularly review outstanding purchase orders and liaise with other staff to facilitate the prompt payment of invoices
 - Facilitate the reconciliation of invoices to orders and verification of receipts of goods / services and reconciliation to statements.
 - Conduct end of year financial processing.
 - Provide support for budget preparation and/or review.
 - Liaise with relevant third parties as required
 - Assist the Senior Finance Officer with provision of audits and liaise with the external audit teams as directed.
 - Act as a key contact for financial enquiries from creditors for internal and external customers.
 - Demonstrated on-going willingness and genuine ability to undertake or assist with regular accounting or financial management duties as directed by the Senior Finance Officer.
 - Demonstrate appropriate initiative and can exercise appropriate judgement in all duties and tasks performed.
 - Displays positive input into financial management by way of cooperation with supervisor/manager.
 - Appropriate and regular input into positive changes to procedures and processes within the Finance area.
 - Manage all relevant documentation in accordance with policy and procedures.
 - Provide all other financial administrative support as directed by the Senior Finance Officer.
 - Undertake other responsibilities as deemed reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.
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Extent of Authority

- Works in accordance with general direction from the Senior Finance Officer
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgement within clearly established procedures and guidelines

Selection Criterion

Experience

- Excellent customer service skills and experience
- Formal financial qualifications (minimum certificate IV level) and/or equivalent industry experience.
- Previous experience working within Local Government.
- Experience working in the financial, bookkeeping, accounting or business areas.
- Sound knowledge of modern office methods and procedures, and the use of standard office equipment.
- Strong communication skills- verbal, aural and written.
- Working knowledge of relevant work health and safety legislation

Compliance

- It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
- Pre-Employment Medical and Drug Test. It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Signed Date.....

Susan Leonard
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Signed..... Date.....
Employee