

Position Description

Position title:	Finance Officer
Position number:	117
Group:	Finance
Reports to position title:	Manager Financial Services
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 13 -18
Approved:	

About the Group

The Finance Group is responsible for managing and leading Council's financial operations, including budgeting, financial performance, and ensuring the use of contemporary practices within the relevant regulatory and statutory frameworks.

Duties and Responsibilities

Ensure a high level of customer service for the organisation by providing effective and efficient financial services including:

- Processing of financial transactions, ensuring accurate maintenance of data and accounting systems.
- Supporting the accounting and finance functions through the timely completion of regular and ad hoc tasks including reconciliations, reports and specific projects.
- Efficiently and courteously handling counter, telephone and written enquiries and requests.



Support the efficient operations of the Finance Group in accordance with operational policies and procedures, including:

- Liaising with internal and external stakeholders
- Actively participating in the review of existing procedures and the recommendation and implementation of improvements
- Maintaining system information as it relates to financial services transactions.
- Providing support to the Group including administration support, and maintenance of electronic and hard copy information ensuring that information is accurate and relevant and up to date.
- Relieving other Finance and Accounting Officers as required to achieve workload priorities.
- Undertaking specific project work and tasks as directed.

The duties marked 'YES' below apply to the person in this specific position within the following streams: Accounts Payable and Debt Recovery.

Accounts Payable <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Debt Recovery <input type="checkbox"/> YES <input type="checkbox"/> NO
<ol style="list-style-type: none"> 1. Undertaking timely and accurate processing of amounts due to and owed by the organisation, including efficient processing of receipts and payments. 2. Completion of monthly journals and ledger reconciliations. 3. Reconciliation of council's credit cards. 	<ol style="list-style-type: none"> 1. Preparing and issuing of correspondence relating to a range of outstanding infringements (other than LUPAA), and debt recovery. 2. Preparing documentation to refer unpaid infringements to the Monetary Penalties Enforcement Service and appropriate collection agencies where necessary. 3. Monitoring payment arrangements for all unpaid infringements and other debt referral to the Monetary Penalties Enforcement Service and appropriate collection agencies where necessary. 4. Reviewing incoming correspondence and information relating to appeals against infringements, including preparation of documentation to assist delegated officers to make determinations. 5. Accounts receivable functions, including: <ol style="list-style-type: none"> a. maintenance of debtor accounts, b. reconciliation of debtor accounts to the general ledger, c. preparation of debtor statements, and d. administration of debt recovery processes. 6. On an as required basis perform the function of rating debt recovery for the Finance Group.

Selection Criteria

Essential

1. Experience in financial transaction work, including customer contact services.
2. Experience in the use of contemporary financial and information management systems.
3. Well-developed interpersonal skills, including presentation skills, negotiation skills and the ability to adjust communication and tactics or priorities in response to organisation or audience requirements.
4. Demonstrated experience in building and maintaining effective relationships and to develop practical solutions and recommendations to address the needs of a variety of stakeholders.
5. Adaptable and resilient, with extensive experience in working through challenges, and able to persist in the face of significant, complex, and novel challenges, using well developed influencing skills to achieve desired outcomes.
6. Data-driven mindset with the ability to leverage data to inform decisions.
7. Well-developed digital literacy skills and the ability to adeptly use technology to facilitate service provision and collaborate with internal and external stakeholders as required.
8. An ability to work in a team environment.
9. Well established organisational skills and time management, ensuring work is completed on time, and to a high degree of accuracy.

In addition to the above – specific to Accounts Payable:

- Qualifications and/or experience in accounts payable.

In addition to the above - specific to Debt Recovery:

- Knowledge of applicable legislation and regulations, including the Monetary Penalties Enforcement Act, Dog Control Act, Road Rules, By-Laws and other legislation as it relates to infringements and debt recovery or an ability to quickly acquire this knowledge.
- Experience in debt recovery and reconciliation of general ledger and subsidiary ledgers.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.