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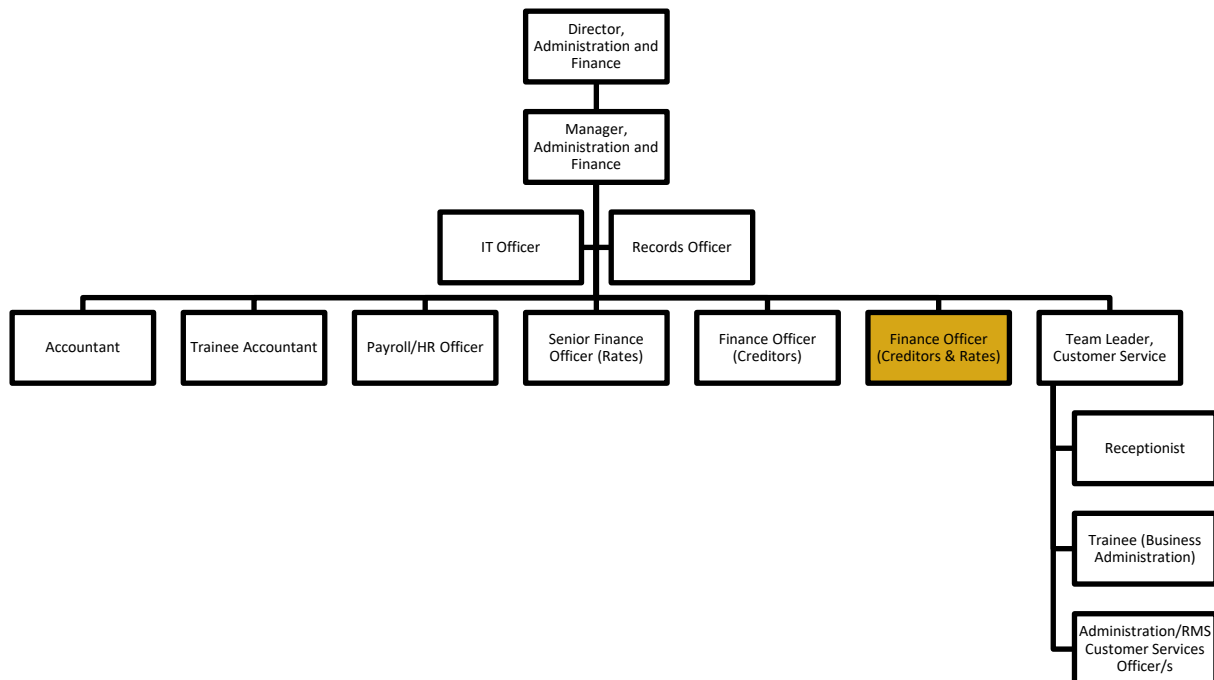
Position Description Finance Officer – Creditors and Rates

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Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Finance Officer –Creditors and Rates
SECTION: Administration & Finance
**SUPERVISOR/
MANAGER:** Manager, Administration & Finance
ENTRY LEVEL: Grade 3
HOURS OF WORK: Permanent Full-time –70 hours per fortnight

ORGANISATIONAL CHART



POSITION OBJECTIVES

Provide quality professional customer service, information, administrative and financial services to support Council's effective service delivery to the community and its day-to-day functioning.

Assist in providing the accurate and timely processing of the creditors and rating functions of council.

ROLE RESPONSIBILITIES

- Perform a variety of accounts payable tasks including:
 - distribution of creditors' invoices for authorisation
 - general ledger account coding and data entry of invoices
 - reconciliation of creditors' statements
 - weekly processing of cheque and EFT payments
 - reconciliation and processing of corporate card purchases
 - monthly general ledger reconciliations of related accounts.
- Perform a variety of property and rating tasks including:
 - Answering queries
 - Processing pensioner applications
 - Processing of property transfers (Notices of Sales)
 - Rating correspondence & linking of correspondence and mail merges between the Civica Authority (financial software) and the Electronic Document Management System (EDMS)
 - Processing of sewer usage charges
 - Rates end of month reports and reconciliations
 - Rates collection reports
 - Processing of Rating Certificates (Section 603)
 - Processing of change of address forms
 - Maintenance of Wattle (online certificate request portal) & SaveMail (digital rates notice portal)
 - Maintenance of Land Register
- Provide receptionist duties, customer service and administration functions as required
- Other duties as directed your Supervisor.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest
- Comply with Council's Code of Conduct, management directives and approved policies and procedures
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues
- Deliver effective use of Shire resources within the level of accountability for this position
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation
- Provide an ongoing commitment to risk, emergency management and business continuity principles
- Employees shall demonstrate a commitment to Equal Employment Opportunity Principles
- Employees shall demonstrate Council Values within the workplace.

CORPORATE VALUES



WE WILL MAKE THE BEST DECISIONS WE CAN

- **Leadership and respect** - act decisively with knowledge and courage in the best interest of our community
- **Integrity and transparency** - act honestly and openly in all our dealings with a view to make ethical and equitable decisions



WE WILL ACT WITH THE COMMUNITY AS OUR PRIMARY CONSIDERATION

- **Community focus** - engage with our community to provide services that respond to community needs
- **Future custodianship** - always act with the consideration of the impact of our actions on future generations



WE WILL VALUE THE VIEWS AND INPUT OF OTHERS

- **Teamwork and cooperation** - work together with open communication to achieve a common goal by sharing knowledge and supporting each other
- **Effective partnerships** - treat everyone with respect by being inclusive, non-judgmental, and by valuing diversity



WE WILL MAXIMISE OUR OPPORTUNITIES

- **Innovation** - encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk
- **Continuous improvement** - always strive to achieve our goals more efficiently through improvements in process or new technology

PHYSICAL CAPABILITIES

The incumbent may be required to:

- Perform in an accurate and timely manner lifting, push/pull, reaching, grasping, fine manipulation tasks
- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting
- Travel by car (including drive a company vehicle) in accordance with Council driving and fatigue management guidelines.

ESSENTIAL CRITERIA

- Certificate level qualification in Administration, Accounting, Bookkeeping or relevant discipline and/or demonstrated experience in Customer Service, Administration, Bookkeeping (1 – 2 years) (or equivalent)
- Demonstrated computer proficiency and experience using multiple software applications within a Windows environment (including spreadsheets and database applications)
- Exemplary attention to detail and accuracy as well as a sense of accountability and the willingness to take ownership of tasks
- Strong verbal and written communication skills
- The ability to work as an effective team member with open communication to achieve common goals, share knowledge and support others.

DESIRABLE CRITERIA

- Knowledge of local government operations
- Experience with Civica Authority software.