

NORFOLK ISLAND

Regional Council

Recruitment: **Accounts Payable Officer (Casual)**

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council Finance team for the role of a Casual Accounts Payable Officer.

This role will be based at Norfolk Island.

The relevant Position Description for the position listing the full set of key accountabilities and competencies are available from our website - Employment link:

<https://www.nirc.gov.au/working-council>

Position Title: Accounts Payable Officer (1024)

Remuneration: Level 5.1 \$32.54 per hour plus 25% casual loading

Remuneration Inclusions: 12% superannuation + other entitlements in accordance with NIRC Certified Agreement 2023

This position will be responsible for the effective financial operations of the Regional Council including processing and payment of creditors, procurement functions, asset management and preparing financial reports as required.

Position Key Accountabilities: (Copy of Full Duties- Position Description can be obtained from the link)

1. Financial Operations - Provide efficient and effective financial operations by:

General

- Complying with relevant financial legislation and Council governance, policies and plans and advising others when necessary.
- Working within budget and resource requirements and set timeframes.
- Developing and maintaining Finance Officer procedures manual and keep up to date.
- Ensuring proper filing for financial documentation in Content Manager as per Council's record management policy and procedure.

Primary Function – Accounts Payable & Asset Accounting

- Undertaking transactions associated with accounts payable and cashbook entries, within legislated timeframes and accounting and financial principles.
- Ensuring creditors information and account changes are kept up to date.
- Investigating and solving creditor queries and outstanding invoices.
- Providing advice and assistance to Council staff on the procurement policy and the Accounts payable process.
- Processing of creditor, super, PAYG and foreign payment runs.
- Reconciling corporate credit cards and posting journals in the finance system as required.
- Reconcile and manage petty cash floats.
- Undertake the financial processing of asset related transactions including asset recognition depreciation, revaluation and disposal.
- Undertake relevant end of month and end of year reconciliations and processes.
- Assisting with end of year stock take counts & audit queries.

Supporting other Finance Functions

- Daily reconciliation and processing of payments and deposits in Council's bank accounts and ensure financial records are updated to reflect all transactions.
- Preparing a variety of reports and journals, including but not limited to trial balance, ageing debtor/creditors reports, and general journals.
- Ensure that financial controls implemented by Council are maintained to the satisfaction of the auditors.
- Maintaining databases and supporting spreadsheets, including but not limited to debtor and creditor databases, and conducting other data entry as required.
- Assist and perform duties of other finance staff as required.

2. Team Member - Actively support the Regional Council's finance team's business objectives by:

- Keeping up to date with financial information, practices, and services.
- Undertaking relevant training.
- Providing on the job training to other staff members within your areas of expertise.
- Assisting internal and external customers in a professional manner, understanding the customer's point of view, resolving any difficult issues, or providing recommendations to Team Leader and/or Manager Corporate & Finance for the resolution of any difficult issues.
- Collaborating with team members to achieve deadlines and service standards.
- Identifying any efficiency gains in processes or tasks and make recommendations to the Financial Accountant to improve the efficiency of the finance department.

Enquiry Contact Officer: John Sevil - phone +6723 50107 or email john.sevil@nirc.gov.nf

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Joshlyn Prasad on Australian Number (+61) 07 3000 2192.

This recruitment is urgent. Interviews will commence to suitable candidates and possible job offer will be considered with successful candidates prior to closing period of the recruitment ad.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

All applications are to be lodged by email to hr@nirc.gov.nf with enclosed resume together with 2 recent referees **no later than 10.00am Wednesday, 19 February 2025.**

Job ad closes 10.00am Wednesday 19 February 2025.

Philip Reid
Acting General Manager