

Position Title	Finance Officer
Position Number	1023 1024
Division	Corporate
Branch	Finance
Salary Level	Level 5.1
Reports to	Primary: Senior Accountant; Secondary: Manager Corporate Services

Position Objectives

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.

Key Accountabilities

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 updates 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.

Competencies

- Demonstrated experience in one of more of the following areas: Accounts payable, accounts receivable, procurement, rates processing and finance or accounting operations.
- Demonstrated working knowledge and understanding of relevant accounting and financial principles and practices.
- Proven ability of high-level problem solving and be proficient in dealings with difficult situations promptly, independently and ethically.
- Skilled in maintaining a high standard of communication when dealing with customers and the ability to maintain these standards in difficult situations.
- Demonstrated ability to write non-standard correspondence when dealing with customer enquiry/complaints.
- Demonstrated ability to work both independently and as a team member to achieve set outcomes.
- Demonstrated ability to manage work schedules and competing priorities to meet deadlines.
- Demonstrated results orientation and willingness to take responsibility for actions and outcomes.
- High level of computer literacy, including proficiency of Microsoft Office, and financial systems and software
- Demonstrated commitment to continuous improvement.
- Proven ability to uphold and maintain organisational values and Codes of Conduct
- Operate within delegated authority defined in Council's Financial Expenditure Delegations
- Comply with all workplace health and safety requirements

Qualifications

- Relevant formal qualifications (Certificate III or higher)
- Considerable (more than 3 year) relevant experience across several accounting functions

Acknowledgement

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities; it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills, and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

Date Authorised

August 2024