



Position Description

FINANCE OFFICER – CREDITORS



VALUE–YORK

PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



Empathy



Courage



Respect

Aspirational Value



Excellence



Position Description: Finance Officer - Creditors

Position Number: Y014

Purpose: To support responsible financial management and manage creditors, cashbook balancing and banking, and finance related registers of the Shire.

Role Responsibilities

- Manage the Creditor related systems and processes of the Shire including reconciliation of purchase orders and payment of invoices
- Assist staff to ensure full compliance with Shire Procurement Policy
- Monitor / balance cashbook transactions and daily banking
- Prepare monthly financial activity reports for Responsible Officers.
- Assist with expenditure reports for relevant officers as required
- To participate in end of month reporting as required
- Monitor financial activities and report variances to Finance Manager, and the Executive.
- Bank reconciliations and monthly Business Activity Statements
- Management of loans, financial reserves, and investments
- Maintain the Asset Register and Inventories
- Liaising with other departments in the Shire to ensure robust financial processes and procedures are in place and full compliance with the Shire of York Procurement Policy
- Liaising with the external auditors for Interim and Final Annual Audits
- Be an active and engaged partner with the Corporate & Community Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- Work to support the cultural values of the Shire of York.
- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the Equal Opportunity Act, 1984 and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to Policy 08 Employee Code of Conduct.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of Council's operations and requires you to comply with the requirements of the Section 28 of the Work Health and Safety Act 2020 WA.

Required Skills and Qualifications

Essential

- Sound data entry skills, including both speed and accuracy
- Highly developed computer skills with comprehensive knowledge of Microsoft Excel and Word, digital procurement and financial software packages.
- Well-developed verbal and written communication skills, with an ability to communicate effectively at all levels of the organisation
- Demonstrated analytical, time management, problem solving and prioritisation skills

Desirable

- Experience in a Local Government or other legislative environment
- Working knowledge of the Local Government Act and Financial Regulations
- Experience in the use of Synergy Soft and Altus Procurement
- 'C' Class drivers licence
- Relevant accounting qualifications

Level of Authority and Organisational Relationships

Reports to:

Finance Manager

Direct Reports:

Nil

Extent of Authority: Delegations or approvals as directed by the Council, CEO or Executive Manager

Internal Liaisons:

CEO and Executive Managers
Finance and Administration Staff
Other Shire staff

External Liaisons

Council as appropriate
Relevant Consultants and Contractors
Auditors
Creditors of the Shire
Grant Funding Bodies

Conditions of Employment: Full Time **Classification:** Level 4 Inside Staff EA
Location: Shire Admin

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /