

Position Description

Position:	Finance Officer (maternity relief)
Incumbent:	
Key Result Area:	Organisational improvement
Classification:	Band 4
Award name:	Victorian Local Authorities Award 2001 varied by the Towong Shire Council Enterprise Agreement 2014
Hours:	Four (4) days per week (32 hours per week)
Employment status:	Maternity relief
Worksite Location:	Tallangatta Office
Reports to:	Manager Finance
Supervises:	Nil
Approved by:	Chief Executive Officer
Date approved:	
Document type:	Position Description
Reference:	Personnel

This position provides an opportunity for an enthusiastic self starter to gain financial experience in a local government setting. This may suit a young person who has successfully completed Year 12 and is looking to enter into the workforce or a mature individual looking to reenter the workforce or seeking a career change.

Position Objectives

- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role
- Provide a first point of contact for property and rates queries
- Ensure all property and financial records are accurate
- Continually improve the quality of service and operating systems of the Property, Rates and Finance areas

Key Responsibilities and Duties

Property, Rates and Finance

- Ensure Council's property database records are accurate and up to date
- Maintain property, rates and special charges records in accordance with relevant legislation
- Assist with the preparation of monthly reports on the operations and financial position of the revenue section, including reconciling rates and special charges on a regular basis with the general ledger and preparing rates and special charges journals
- Assist with the preparation of monthly and annual reports and budgets
- Coordinate and prepare timely correspondence regarding general property and account matters and correspondence resulting from decisions of the Council in relation to rates
- Assist with government schemes such as Pension rebates
- Assist in the preparation of monthly budget comparison reports to senior management, other officers and Council
- Assist with ledger enquiries and the production of financial reports as required
- Assist with preparing general ledger account reconciliations
- Ensure all journals are accurate and updated to the ledger on a timely basis

Voters' Rolls

- Assist the Senior Finance Officer (Property and Rates) with duties relating to the Voters' Roll preparation and election matters

Information Technology

- Assist other staff with using Council's property and rating software and accounting software

Creditor Payments

- Assist with managing Council's creditor system, including data collection and processing and generating cheques and direct payments and updating to the ledger (when required)

General

- Answer telephone enquiries relating to property and rating matters
- Other duties as required to assist the team to the extent of the Officer's knowledge and ability

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and procedures are observed and complied with at a personal level
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace

Other

- Assist with the development and review of Council's policy and procedures in the Property, Rates and Finance area, particularly when there are changes in legislation or organisational arrangements
- Other duties as required to the extent of the Officer's knowledge and ability

Qualification and Experience

- Studying towards a Finance qualification or a commitment towards study in this area
- Finance experience is desirable
- Experience in a computerised environment is desirable, including the use of spreadsheet applications such as Microsoft Excel.

Accountability and Extent of Authority

- Under the guidance of the Manager Finance, authority is extended to decision making within relevant areas not requiring a direct Council resolution, within the constraints of the Council Plan, policies and delegations, statutory obligations and budget
- Under the guidance of the Manager Finance, amend office procedures for changes to Government legislation and Council policies
- Maintain confidentiality about ratepayer information and financial circumstances

Judgment and Decision Making Skills

- Judgment and decision making is required within the accountability and extent of authority of the position
- Exercise judgment about appropriate instalment payment plans for people experiencing financial difficulty in accordance with the relevant policies and procedures and in consultation with the Manager Finance

Specialist Skills and Knowledge

- Experience in the use of spreadsheet applications such as Microsoft Excel
- Excellent data entry skills

Management / Administrative Skills

- Attention to detail to ensure accurate records
- Assess various financial reports for level of accuracy
- Manage customer conflict in a positive constructive manner

Interpersonal Skills

- Positive 'can do' attitude
- Outstanding communication skills to deliver a high quality service to customers and stakeholders (both internal and external)
- Personable and capable of gaining co-operation and assistance from staff for the efficient performance of the property and finance function
- Sound written skills to prepare routine correspondence

Physical Working Conditions

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	x					
Manual Handling eg. lifting		x				
Operation of heavy machinery eg. tractor	x					
Confined spaces eg. sewerage lines	x					
Hazardous substances eg. herbicide	x					
Heat and exposure eg. outdoors	x					
Isolation eg. tip supervision	x					
Sedentary eg. computer operation						x
Dusty environment eg. quarry	x					

Key: Rarely: once monthly for say ½ hour
 Regularly: once weekly for say 1 - 2 hours
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

Juliana Phelps
 Chief Executive Officer
 Date: