

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Finance Officer	<b>Designation &amp; Classification Level</b>	Level 4
<b>Position No</b>	1010,1013	<b>Division</b>	Corporate Services and Sustainability
<b>Business Unit</b>	Financial Management and Planning	<b>Reports To</b>	Finance Manager
<b>Location</b>	Katherine	<b>Date Created</b>	February 2020
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<ul style="list-style-type: none"> <li>• Assist in providing an accurate and efficient financial accounting service to Council</li> <li>• Provide the Senior Accounts Receivable and Senior Account Payable Officers with high quality professional support</li> <li>• Assist in developing Best Practice systems and improving existing processes within the Corporate &amp; Community Services Directorate</li> </ul>		
3. KEY RESPONSIBILITIES			
<p><b>1. <u>Service Delivery, Planning and Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• Assist in ensuring all creditor accounts are paid promptly.</li> <li>• Assist in implementing and ensuring prompt, efficient and effective purchasing and accounts payable processes across the organisation, with reference to Best Practice principles.</li> <li>• Assist in processing payroll-related transactions.</li> <li>• Review and promptly pay travel and expense reimbursement claims.</li> <li>• Assist in ensuring prompt and efficient revenue flows into Roper Gulf Regional Council.</li> <li>• Assist in implementing and ensuring prompt, efficient and effective accounts receivable processes across the organisation, with reference to Best Practice principles.</li> <li>• Assist in processing internal cost and income allocations between program areas.</li> <li>• Assist with regular reconciliations of bank account transactions to the general ledger.</li> <li>• Undertake other reasonable duties within the scope of the relevant level as directed by the Finance Manager.</li> </ul> <p><b>2. <u>Organisational Sustainability</u></b></p> <ul style="list-style-type: none"> <li>• Regularly update and communicate with the Senior Accounts Payable Officer regarding accounts payable and expenditure-related issues.</li> <li>• Facilitate positive and stable relationships with debtors, funding agencies and other stakeholders.</li> <li>• Provide assistance with projects delegated by the Finance Manager, Management Accountant, Financial Accountant and Senior Finance Officers.</li> </ul> <p><b>3. <u>Quality and Continuous Improvement</u></b></p> <ul style="list-style-type: none"> <li>• Provide an enthusiastic and professional support to all internal and external customers.</li> <li>• Act with sensitivity, confidentiality, courtesy and discretion at all times.</li> </ul> <p><b>4. <u>Work Health and Safety (WHS)</u></b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>• Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> </ul>			

- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Qualification in Accounting or Finance equivalent to a Certificate IV or higher, and/or knowledge and skills gained through on-the-job training.
2. Strong time management skills with the ability to meet deadlines and work under pressure while maintaining high level of attention to detail.
3. Good numeracy, analytical and problem solving skills.
4. Demonstrated experience in using Microsoft applications, in particular Microsoft Excel, and other financial management and accounting packages.
5. Good written and verbal communication skills
6. Ability to operate within a team environment.
7. Able to meet the inherent requirements of the position both physically and mentally.

##### DESIRABLE

1. Previous experience in Accounting/Bookkeeping background or similar, with at least two (2) years' experience.
2. Knowledge of accounting practices and procedures relating to Local Government.
3. Experience and familiarity with Technology One or similar business management systems.
4. Current NT C Class Drivers Licence.

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.

#### 5. ACKNOWLEDGEMENT

<b>GENERAL MANAGER</b>		<b>Date Approved:</b>	<b>Signature:</b>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>