

## FINANCE OFFICER

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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# POSITION DESCRIPTION

The position is:

Position Title	Finance Officer		
Department & Section	Corporate Services, Finance		
Team	Corporate Accounting		
Reporting to	Corporate Accounting Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 3		
Position Number		Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

## How does this position contribute to our community?

- Ensures the accuracy of financial reporting provided to our community which demonstrates transparency to Council's operational performance and efficiency.
- Supports our local economy by paying supplier invoices in a timely manner.
- Enhances our strong financial management, ensuring that we continue to deliver outcomes valued by our community, in a financially responsible manner.

## What does the position do?

- Accurate maintenance of the supplier master files, including appropriate verification of any change requests (e.g. name, bank, or address details).
- Timely and accurate processing of supplier invoices and credit notes (including APARAS).
- Review of purchase order and invoice transactions for compliance with GST legislation.
- Payment of suppliers in accordance with standard or contracted payment terms.
- Payment of Elected Member, Council Assessment Panel, and Audit & Risk Committee independent member allowances in accordance with required schedule.
- Timely and accurate reconciliation of supplier statements and resolution of anomalies.
- Administration of the FlexiPurchase system for corporate purchase cards, including training of staff as required.
- Monitor purchase card transactions/approvals for compliance with relevant policy.
- Assist the preparation of Taxable Payments Annual Report (TPAR) submission.
- Assist with preparation of bank reconciliations in a timely manner as required.
- Undertake testing and identification of issues for system upgrades prior to implementation.
- Other reasonable duties as required are undertaken.

## What outcomes does the position deliver?

- An exceptional customer experience for all internal and external customers.
- A supplier database maintained with the highest levels of integrity.
- Supplier invoices are processed and paid in accordance with agreed payment terms.
- Compliance with relevant taxation and legislative obligations.
- Council has effective oversight of corporate purchase cards.
- A cohesive, engaged, and agile team environment.
- Opportunities for improvement are identified and embraced.

## The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement

# POSITION DESCRIPTION



- Adaptability and flexibility to new ideas and concepts

## Qualifications for the position

- N/A.

## Experience

- Administrative experience within a Local Government environment is desirable.
- Experience working effectively within a busy accounts payable function is desirable.
- Demonstrate a sound knowledge of general office procedures.
- Fast and accurate data entry skills.
- Experience using Microsoft software (e.g. Outlook, Teams, Word, Excel).

## Knowledge

- Sound knowledge of work activities & routines performed within the work area.
- Knowledge of basic accounting principles and procedures.
- Sound knowledge of Goods and Services Tax Legislation and Fringe Benefits Tax as it applies to the function.
- Sound knowledge of internal controls, reconciliations, and system/ledger maintenance.
- Knowledge of relevant Council policies and procedures.
- Good understanding of Records Management responsibilities and practices relevant to this position.
- Effective time management skills and flexible to changing priorities/environments.

## Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

## Our Safety and Return to Work Commitments

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_