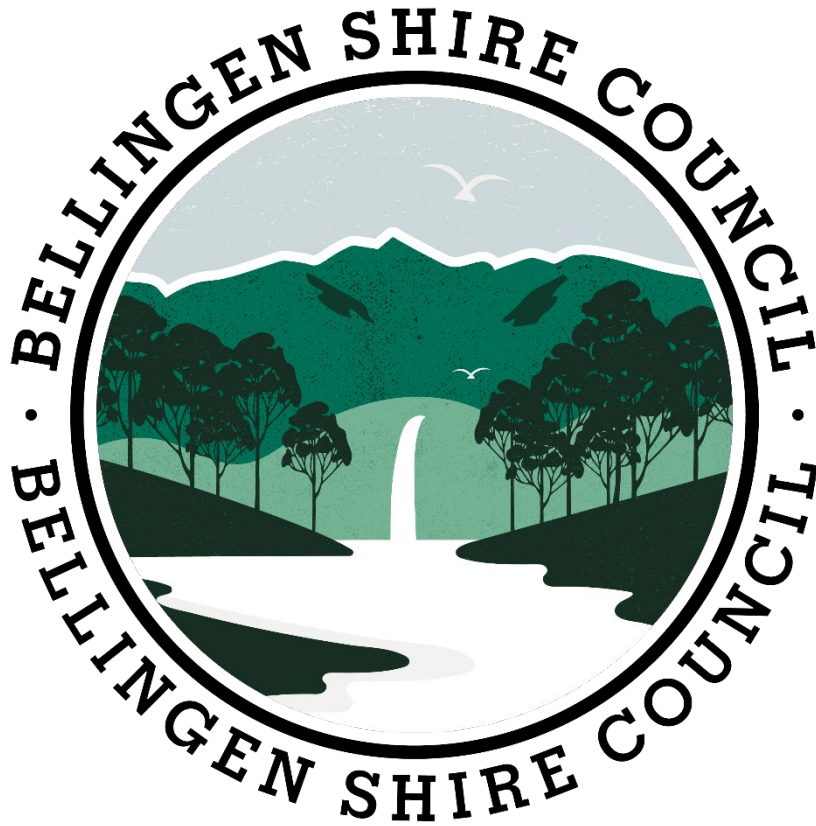




### Position Description

|                        |                                    |                              |                |
|------------------------|------------------------------------|------------------------------|----------------|
| <b>Position Title:</b> | Finance Support Officer (PN 2214)  |                              |                |
| <b>Position Type:</b>  | Maximum-Term Part-Time (36 months) |                              |                |
| <b>Department:</b>     | Finance                            |                              |                |
| <b>Date Approved:</b>  | July 2025                          | <b>Version Number:</b>       | 2              |
| <b>Hours per week:</b> | 21                                 | <b>Award Classification:</b> | Band 2 Level 3 |
| <b>FTE</b>             | 0.6                                | <b>Salary Classification</b> | Grade 4        |

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

## 1. Primary Objective (Role Purpose)

Manage Council's Creditors / Accounts Payable activities, ensuring effective control practices are maintained to track what is owed to suppliers, ensuring payments are properly approved and paid.

## 2. Key Accountabilities

- Accurately process accounts payable transactions, including invoice entry, purchase order matching, and coding.
- Assist in the preparation and processing of weekly/fortnightly/monthly payment runs.
- Verify invoices and supporting documentation to ensure compliance with procurement and financial procedures.
- Identify any discrepancies between purchase orders and invoices, and resolving them appropriately.
- Follow up on any missing information and investigate queries.
- Assist with the reconciliation of supplier statements and follow up on outstanding invoices or credits.
- Provide guidance and education to council employees in relation to creation of purchase requests, approval of requests and other steps in the purchase order processes.
- Acting as the first point of contact with suppliers regarding payment of invoices, to ensure that a high standard of customer service to internal and external stakeholders is delivered. Including providing expert advice and guidance on matters relating to the payment of suppliers, and responding to supplier account queries to resolve any invoice discrepancies in a professional manner.
- Assist in the maintenance of Councils Creditor master file and reduce supplier related risks.
- Ensure compliance with the regular key control activities to identify errors, fraud and scam attempts before releasing funds.
- Maintain electronic filing information for financial records in accordance with audit and regulatory requirements.
- Undertake other duties as directed.

## 3. Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Certificate IV in a discipline relevant to the position and/or demonstrated equivalent knowledge, skills and experience gained through relevant work experience.
- Current Class C NSW Driver Licence.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

### Experience

- Demonstrated experience in the areas of accounts payable including:
  - Working as a member of a team
  - Collaboration to achieve strategic outcomes
  - Knowledge of best practices.
- Demonstrated practical skills and experience in Accounts Payable.

- Proven track record in customer service excellence.

## Skills

- Intermediate to advanced computer and Microsoft Office skills, including Excel and Word.
- Excellent verbal and written communication.
- Organised and able to meet deadlines.
- High standard business telephone techniques (desirable).
- Exposure to job costing systems (desirable).

## 4. Supervision Received

This role reports to the Senior Accountant.

## 5. Supervision Exercised

Nil.

## 6. Delegations

The Finance Support Officer will exercise the functions of the Council as delegated to the position.

## 7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

## 8. Our Values



Service Ethic /  
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

## 9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

### **Workplace health and safety (WHS)**

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

### **A professional working environment free from discrimination, harassment, and victimisation**

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

### **Economic, environmental, and social sustainability**

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

## 10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature\_tag»