

POSITION DESCRIPTION

Position Title:	Senior Finance Officer	Directorate:	Corporate Services
Position Number:	100413	Department:	Finance
Employment Status:	Full Time	Section:	Accounting
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point 10		
Reports to:	Accounting Coordinator		

PRIMARY PURPOSE:

The primary function of this role is to prepare financial reports in accordance with Council's financial reporting requirements for internal and external stakeholders, and ensuring the validity and integrity of the database. In addition this position will assist in achieving excellence in asset management accounting including major capex project reporting, grant acquittals and accounting for infrastructure (including fixed assets) within the finance system.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Senior Finance Officer** reports to the **Accounting Coordinator** for all operational and management matters.
- The role is a key contributor to the Finance Team and will work closely with multiple areas across Council.

2. External:

- The role will liaise with external stakeholders such as auditors, Government departments and statutory authorities, other Councils, community groups and the public.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE

We foster and model a culture where:

- we **RESPECT** others and their viewpoints as being as important as our own
- we trust and are **TRUSTED** by each other
- we know that by working **TOGETHER** we achieve better outcomes
- we take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Financial Reporting	<ul style="list-style-type: none"> • Coordination and completion of monthly financial reporting to internal and external parties. • Assist the generation of the monthly Corporate Performance Indicator reports. • Maintain Council's Chart of Accounts • Undertake the collation and completion of Local Government Association of Tasmania (LGAT) KPI's and Australian Bureau of Statistics (ABS) Reports. • Assist with the development of the annual operating budget and supporting documents and forecasts in accordance with the Budget timetable. • Providing assistance in the development of the General Purpose Financial Report in accordance with the End of Financial Year timetable. • Ensuring journals are processed in an accurate and timely manner and are supported by appropriate documentation. • Responsible for initiating investigations into unusual transactions/variances in ledger accounts as and when required. • Providing assistance and relief to other Finance staff as and when required
Asset Accounting	<ul style="list-style-type: none"> • Works collaboratively with Infrastructure team to ensure infrastructure asset practices align with Council processes, policies, and practices • Completes monthly reconciliations of all asset related ledger accounts • Completes all infrastructure related requirements for Council's end of financial year processes • Facilitates the submission, management, and acquittal of infrastructure grants • Assists Infrastructure personnel by providing technical accounting advice, support, and information as required • Assists with all accounting aspects of Council's asset management • Works collaboratively with appropriate infrastructure staff in relation to capital budget and expenditure.

	<ul style="list-style-type: none"> Supporting and assisting with Council's annual external audit as required including monitoring adherence with internal control procedures
Customer Service	<ul style="list-style-type: none"> Promote the positive image of Council as a whole Ensure that a high standard of customer service is maintained to both internal and external customers Engage, listen to and act where appropriate on feedback from our customers Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> Assist in the achievement of agreed outcomes consistent with department business plans and budgets Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> Support and adhere to Council's policies and procedures, code of conduct and relevant acts The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

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KEY SELECTION CRITERIA:

1. Possess a qualification in a finance related discipline (Certificate or Bachelor) and demonstrated experience in a diverse finance environment for a minimum of 5 years;
2. Proven experience in the interpretation and application of accounting standards, particularly relating to an Infrastructure environment, preferably in State or Local Government;
3. Demonstrated problem solving and decision-making abilities along with the ability to recommend workable solutions
4. Well-developed communication skills with the ability to relate to people at all levels and to influence where appropriate;
5. Highly organised, with the appropriate administration skills to be able to meet deadlines under conflicting pressures whilst meeting customer expectations with excellence in attention to detail;
6. Excellent computer skills in particular, using financial software and Microsoft Excel

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:	Jenny Richardson		

Director Signature:		Date:	15 June 2022
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I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	