

## Job Description

*The following corporate values and behaviours underpin the working environment at Campbelltown Council and assist us in delivering our vision:  
Respect, Integrity, Teamwork, Leadership, Customer Focus*

1. **Job Title** **Finance Officer**
2. **Reports to** **Manager Finance**
3. **Classification Level** **General Officer Level 4**
4. **Department/Section** **Corporate Services**
5. **Objective(s)**

The Finance Officer is responsible for Council's Fringe Benefits Tax (FBT) and Business Activity Statement (BAS), insurance coverage for Council's assets, credit card system, reconciliations and the primary back up for payroll, while providing assistance and back up support in a range of finance department related functions.

### 6. **Job Requirements**

#### 6.1 *Skills/Knowledge*

- Proven ability to manage a high volume of transactions and multiple tasks in a timely manner high level of numeracy and accuracy
- Ability to work effectively with a wide range of employees and external customers
- Good keyboard and computer related skills
- High level customer service and communication skills
- Initiative and strong analytical skills
- A working knowledge of GST and FBT legislation
- A working knowledge of relevant awards and the processing of payroll
- A good knowledge of a diverse range of finance related responsibilities.
- A working knowledge of statutory requirements relevant to the work area
- Knowledge of the Local Government Act 1999, especially as it applies to Finance

#### 6.2 *Experience and/or Qualifications*

##### **Essential**

- Formal tertiary qualifications in Accounting, Finance or Business-related disciplines

##### **Desirable**

- Bachelor's degree qualifications in Accounting, Finance or relevant field
- Experience in working in a finance environment
- Experience with Technology One software.
- Experience in insurance administration, payroll, accounts payable and accounts receivable.

## **7. Key Responsibilities**

### **Taxation**

- Coordinate and administer Council's taxation obligations, including the submission of the:
  - monthly BAS
  - annual FBT return
- liaise with consultants to obtain taxation advice, as required.

### **Credit Card Management**

- Coordinate Council's Corporate Credit cards and expense management system, including:
  - verify, validate, reconcile and process approved credit card transactions
  - maintain Council's Corporate Credit Card system and train Staff in its use
  - issue and cancel Corporate Credit cards, as required.

### **Assets**

- Perform the fixed asset accounting processes for Plant, Equipment, Furniture and Fitting asset categories relating to work in progress, capitalisation, disposal and depreciation
- Review and monitor plant hire rates on a regular basis to confirm appropriateness and full cost recovery.

### **Insurance**

- Ensure all Council owned assets are adequately insured
- Provide support to complete annual insurance coverage questionnaires from insurance providers
- Monitor insurance coverage on an ongoing basis for new and removed assets
- Provide backup support for Public Liability and Vehicle insurance claims.

### **Reconciliations**

- Undertake reconciliations of specified Balance Sheet accounts
- Process transactions relating to properties under private rental agreements
- Update Council's Reconciliation Matrix.

### **Telephones**

- Maintain Telstra's MBRS website for mobile and landline accounts
- Process and download mobile and landline accounts to correct account numbers
- Maintain record of Staff phone and data private charges and raise debtor requests, where applicable.

### **General**

- Provide back-up support for the following functions to cover leave absences:
  - Payroll
  - Bank Reconciliation
  - Sundry Debtors

- Tender Administration

- Assist in the review, confirmation and posting of invoices processed through Advanced Workflow
- Complete acquittals for Commonwealth Home Support Program (CHSP) in conjunction with the Team Leader CHSP
- Provide administrative and finance related support requiring a high degree of confidentiality and sensitivity as directed by the Manager Finance
- Review work procedures from time to time to ensure efficiency and accountability and make recommendations to Manager Finance for process improvements
- Understand and comply with Council's Work Health Safety and other related policies and procedures
- Understand and comply with Council's Code of Conduct for Employees and other related policies and procedures.

**8. Organisational Relationships**

- Responsible to: Manager Finance
- Other Stakeholders: General Managers; Managers; other Council staff; Elected Members; consultants; government organisations; and members of the public.

**9. Performance/Skill Standards**

- Demonstrate commitment to organisational values at all times.

**10. Special Conditions**

- Nil.

**11. Work Health Safety**

In relation to WHS (Work Health Safety), workers are responsible and accountable for:

- Taking reasonable care for his or her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WHS Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Complying with Council's WHS & Injury Management Program Policy and Procedures, which includes taking reasonable care to protect the health and safety of both themselves and others in the workplace.
- Participating in activities associated with the management of workplace health and safety including training.
- Identifying and reporting health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

- Correctly using all appropriate equipment provided and adhering to instructions issued to protect the health and safety of the staff member and others in the workplace.

## **12. Council Policies, Procedures and relevant legislation**

- Comply with Council's Risk Management Policy and Risk Management Framework to protect the interests of residents and the general public.
- Understand and comply with Council's policies and procedures at all times (including but not limited to Equal Employment Opportunity, Code of Conduct for Employees etc).
- The incumbent is responsible and accountable for adequately managing the official records he/she creates and received according to relevant legislation, policies and procedures.

## **13. Continuous Improvement Initiatives**

- Commitment and contribution to Council's Continuous Improvement Initiatives.

## **15. Confidentiality Clause**

*Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing City of Campbelltown documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.*

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of my work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my job position.
- Not access, exhibit or divulge the contents of any records or report except to fulfill work duties.
- Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Not release my logon or password to anyone else, or allow anyone else to access or alter information under my identity.
- Understand that all access to the system will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the City of Campbelltown, may be subject to penalties, including disciplinary action and dismissal.

By signing this, I agree that I have read, understand and will comply with these requirements.

Name of Occupant: ..... Date Appointed:.....

Occupant Signature: .....

Manager Name:..... Date:.....

Managers Signature: .....