

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 Support Officer**
2. **Reports to** **Senior Accountant**
3. **Classification Level** **General Officer Level 2**
4. **Department/Section** **Corporate Services / Finance**
5. **Objective(s)**
 - To provide assistance and support to the Finance team in a variety of duties
6. **Job Requirements**
 - 6.1 *Skills/Knowledge*
 - Well developed computer skills
 - High level of accuracy
 - Ability to provide good customer service
 - Good time management skills
 - Good communication and interpersonal skills.
 - 6.2 *Experience and/or Qualifications*

Essential

 - Completion of Year 12 or equivalent
 - Knowledge of accounting practices
 - Previous or current study in the field of finance/business

Desirable

 - Knowledge of accounting systems
 - Experience in an administration/office environment.
7. **Key Responsibilities**
 - Assisting with the day to day operations of the Finance Team, including but not limited to:
 - Preparation of key finance documents, surveys, returns and audit documentation, including Grants Commission Returns
 - Processing journals, including Outside Agency Staff timesheets
 - Creating Asset Capital Works Proformas
 - Review of outstanding Purchase Orders
 - Updating and maintaining Council's Schedule of Fees and Charges
 - Backfilling the Accounts Payable Officer and Administration Officer – Finance positions
 - Supporting the bank reconciliation process
 - Supporting Rates team

- Providing assistance and support to the Finance Team, as required

8. Organisational Relationships

- Responsible to: Senior Accountant
- 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. Risk Management

In relation to Risk management, employees are responsible and accountable for:

- Adhering to Council's Risk Management Policy and related procedures.
- Identifying and reporting risks that may affect residents, general public and Staff.
- Use Council's Risk Management System to ensure the identification, assessment and control of risks is undertaken and recorded.

13. Code of Conduct for Employees

Understand and comply with Council's Code of Conduct for Employees and other related policies and procedures.

14. Records Management

The incumbent is responsible and accountable for adequately managing the official records he/she creates and received according to relevant legislation, policies and procedures.

15. Continuous Improvement Initiatives

Commitment and contribution to Council’s Continuous Improvement Initiatives.

16. 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.

Present Occupant:..... Date Appointed:.....

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