



Paroo Shire Council are seeking a **Finance Officer** to join our Team here at head office in Cunnamulla. This role proactively supports the Finance services function by performing account tasks, reporting & analysis as required and delivers internal/external services to ensure compliance with all company policies, internal controls and procedures. Your determination to be successful will help drive process improvements and play a key role in business success and we will support you in your growth and development by offering opportunities to upskill.

Your determination to be successful will shine through and help drive process improvements and play a key role in the Paroo Shire Council's success. We will support you in your growth and development by offering opportunities to upskill. Don't worry as although Local Council experience would be great it is not essential as we are working hard to create an environment that brings out the best in people. Being comfortable working autonomously as well as part of a team will make you a standout candidate.

Interested? – either go to our website and download an information pack or call into our office at 49 Stockyard Street Cunnamulla for the information pack alternatively

HR Manager Denise O'Brien is happy to have a chat on (07) 4655 8400

**FINANCE OFFICER**

Position Number:	503	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council: Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	Stream A Level 3	Employment Type:	Fulltime
Department / Team:	Corporate, Governance and Risk		
Reports to:	Director Corporate, Governance and Risk	Supervises:	Nil

Position Objectives

The Finance Officer is responsible for providing a range of accounting activities and provides support to the Finance Team and Council to ensure that financial systems, processes and procedures are up to date, adheres to legislation and are correctly applied in accordance with statutory requirements and Council's policies and procedures.

Key Responsibilities

- Manage Accounts Payable activities which includes:
 - ✓ Identifying invoices ready for payment.
 - ✓ Entering invoices into Creditors.
 - ✓ Preparing for audit checks and signing off.
 - ✓ Processing in Creditors.
 - ✓ Uploading aba file to Nab Connect for approval.
- Manage Accounts Receivable activities which includes:
 - Processing credit memos and refunds.
 - Raising and sending invoices to customers.
 - Posting payments to customer accounts.
 - Tracking overdue invoices and following up for payment.
 - Calculating, recording, inputting or processing financial data.
 - Researching and investigating discrepancies in invoices to determine the accuracy of charges.
 - Matching payments to invoice numbers.
 - Handling customer enquiries regarding billing issues.
 - Managing the Accounts Receivable ledger and Accounts Receivable files.
 - Submitting reports to management on accounts receivable operations when requested.
 - Retrieve daily files from Nab Connect, BPay and statements for general and trust accounts, process transactions and commissions and process end of month for bank reconciliation activities.
 - Upload BPay file into finance system (Practical Plus) and import statements.
 - Prepare and issue rate notices and ensure the distribution of rate notices are out in a timely manner.
 - Ensure rates reminders are sent within the specified timeframe for any unpaid rates.

- Accept/process rate notice payments by Eftpos and BPay.
- Manage incoming rate queries and complete rate searches for customers in a timely manner.
- Manage the collection of the Emergency Management Levy through rates and pay to the Queensland Fire Department.
- Process adjustments as per Queensland Value and Sales reports.
- Process the annual pensioner subsidy return.
- Process end of month activities for rates.
- Distribute statements received from NAB to credit cardholders.
- Format credit card reconciliations for statement period and enter data into credit card reconciliation spreadsheet from cardholders, ensuring data is accurate on the reconciliation spreadsheet.
- Process credit card transactions through bank reconciliation.
- Provide a high level of customer service to employees and customers.
- Undertake data entry and basic data analysis using spreadsheets or specialist software.
- Undertake other duties up to competency and level, as directed.

Qualifications, Skills and Experience

Success Factors

- Certificate III in Business Administration or similar qualification and/or minimum 2 years' experience in a finance or data analysis position.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated ability to plan and organise workload, while providing proactive assistance to stakeholders in a deadline focused environment.
- Demonstrated ability to build and manage internal relationships while maintaining confidentiality and a high level of customer service and excellent attention to detail.
- Demonstrated ability to make sound judgments and reasonable decisions in the absence of direction.
- Demonstrated high level interpersonal, written and verbal communication skills.
- Demonstrated sound analytical and problem-solving skills.
- Demonstrated high level computer literacy including Microsoft Office.
- Previous experience working in a local government environment.
- Tertiary qualifications in Finance or Business or currently undertaking studies
- Interested in obtaining Finance upskilling

Work Health and Safety

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise the Shire's duty of care.
- Follow safe and appropriate operation of equipment.
- Complete safety observations and ensure that any hazards, near misses and injuries are reported immediately and closed out in a timely manner.
- Always adhere to Paroo Shire Council's Employee Code of Conduct.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS)

legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the organisation.
- Actively display the values of Paroo Shire Council in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name:

Employee Signature:

Date:

I authorise and Approve this Position Description – Finance Officer

Authorised and signed by: Chief Executive Officer

Neil Polglase

Date