

<b>POSITION DESCRIPTION</b>		
<b>Position Title:</b> Finance Support Officer	<b>Classification:</b> Band 2 Level 1 Grade 8	<b>Position Number:</b> BHCC-FIN-07
<b>Group/Area:</b> Finance	<b>Reports to:</b> Manager Finance	<b>Hours per week:</b> 35
<p><b>Position Objective:</b> To support Council in delivering good value services to the community, through highly effective administration of revenue, expenditure, assets and cash flows.</p>		
<p><b>Key Stakeholders:</b></p> <ul style="list-style-type: none"> <li>• General Manager</li> <li>• Director Finance and Commercial</li> <li>• Council's Executive Management</li> <li>• Manager Finance</li> <li>• Finance team members</li> <li>• Other Council departments</li> <li>• Residents, ratepayers and other users of Council services</li> <li>• Regulatory authorities</li> <li>• Suppliers and contractors</li> </ul>		
<p><b>Reporting Lines:</b></p> <ul style="list-style-type: none"> <li>• This position reports to the Manager Finance.</li> <li>• The position does not supervise any other employees.</li> </ul>		

<b>Accountabilities</b>
<p><b>You will use your professional skills and experience to:</b></p> <ul style="list-style-type: none"> <li>• Undertake processing of a range of financial transactions including routine transactions associated with accounts payable, accounts receivable, cash and investment assets, and fixed assets and non-financial transactions (such as pensioner rebate applications, and 'Notice of Sale' reports).</li> <li>• Maintaining databases and supporting spreadsheets, including property, debtors and accounts payable databases, payroll data, asset registers, asset maintenance sheets, and conducting other data entry as required.</li> <li>• Ensuring financial controls implemented by Council are maintained to the satisfaction of Council auditors.</li> <li>• Assisting with maintenance and reconciliation of a range of ledgers and registers, including general and subsidiary ledgers, investment registers, asset registers.</li> <li>• Preparing a variety of financial and non-financial reports, including trial balance, audit prints, and ad-hoc reports as required.</li> </ul>

- You will work as part of a team to provide:
  - Payment of creditors within required timeframes
  - Maintenance of the cash book system
  - Assistance with the preparation of rate notices, instalment notices and reminder notices in accordance with regulatory and Council requirements
  - Raising of invoices for sales, charges and services
  - Preparing and issuing certificates of rates and charges
  - Assisting with payroll processes
  - Undertaking debt management procedures, including maintenance of debtors' schedule and assist in ensuring recovery proceedings are executed for the collection of amounts due and payable
  - Assisting with treasury functions including scheduling of loan payments and cash flow maintenance
- Preparation of correspondence, analysis and written reports.
- Communication with ratepayers, debtors and suppliers.
- Perform duties of other Finance Department employees as required.
- Seek feedback and discuss with your supervisor how you can be more effective in your role and improve your professional skills.
- Undertake other duties within employee's skills, competency and training as required.

**You will contribute to a customer focused approach to service delivery by:**

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having the ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoints and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolving Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude toward customers.
- Having the ability to manage difficult situations and conflicts – calmly and professionally.

**You will contribute to an effective organisation by:**

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

**You will assist Council in achieving a financially sustainable future by:**

- Contributing to a whole of Council approach to resource usage and allocation.

- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate service costs.

**You will adopt a teamwork approach by:**

- Performing an active role within the finance operations team to achieve the objectives of that function.
- Engage in regular communication and cooperation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.

**You will assist Council to meet Records Information Management:**

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

**You will ensure a safe and equitable workplace environment by:**

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics and EEO plans are developed and implemented accordingly.


**Other duties**

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

<b>Selection Criteria</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of accounting principles and practices.</li> <li>• Demonstrated experience in one or more of the following areas: procurement, accounts payable, inventory systems, local government rating, accounts receivable, banking &amp; revenue management, finance &amp; accounting operations or treasury and cash flow management.</li> <li>• Demonstrated results orientation and willingness to take responsibility for actions and outcomes.</li> <li>• Ability to work independently and as part of a team and build effectiveness both within and across teams.</li> <li>• Demonstrated commitment to a customer service culture and delivery of quality service.</li> <li>• High level of computer literacy, including proficiency with Microsoft Office suite of applications and financial systems and software.</li> <li>• Proven ability to produce work of a high standard including, accuracy and attention to detail.</li> </ul>
<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Business, Accounting, Finance or equivalent.</li> <li>• Demonstrated commitment to continuous improvement.</li> <li>• Demonstrated experience in setting and levying rates.</li> <li>• Experience in rates modelling.</li> <li>• Demonstrated experience and working knowledge in the use and operation of Land Information Systems.</li> <li>• Understanding of payroll practices, principles and associated legislation.</li> <li>• Understanding of depreciation principles and accounting for assets &amp; capital expenditure.</li> <li>• Demonstrated understanding of Local Government rating and revenue collection.</li> </ul>

<b>Acceptance of Position Description</b>		
<b>Approved:</b> General Manager	<b>Signature:</b> 	<b>Date:</b> 08/04/2022
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
<b>Accepted:</b> Employee Name	<b>Signature:</b>	<b>Date:</b>