

<b>Position Title</b>	Senior Finance Officer
<b>Department</b>	Corporate
<b>Unit</b>	Finance
<b>Team</b>	Financial Operations
<b>Supervises</b>	AP Team
<b>Reports To</b>	Team leader Accounts Payable
<b>Grade</b>	Grade E
<b>Date Prepared</b>	11/03/2022
<b>Date Last Updated</b>	11/03/2022

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To provide efficient and effective financial and administrative services.

To provide day to day financial operational support and respond to financial function queries.

To provide expertise and advice to the accounts payable sections to enable them to deliver to a consistently high standard for the key financial activities within these functions.

To assist the Team Leaders Accounts Payable to meet the Team's overall obligations.

To provide support and assistance in delivering a high level Accounts Payable service for a variety of internal and external stakeholders.

## Accountabilities






- Processing accounts payable transactions as required.
- Ensure timely and accurate processing of financial transactions.
- Assist in Identifying system and process improvements and work with the Team Leader AP to implement any changes.
- Ensure that accounts payable processes comply with any internal controls in place and assist any reviews from internal or external auditors.
- Assist in meeting all statutory financial and reporting requirements.
- Assist Council to meet all of its taxation obligations including required substantiation, reporting, payment, Audit and administration especially in relation to GST.
- Assist in maintaining the completeness, accuracy, reliability and integrity of Councils financial ledgers as they relate to the accounts payable functions.
- Manage all reconciliations related to the accounts payable functions ensuring they are completed in a timely manner.
- Assist in the development and documentation of policies and procedures relating to the accounts payable functions.
- Respond to more difficult or unusual enquiries or complaints from creditors and internal customers.
- Assist Team Leader Accounts Payable in developing individual work plans based on the Unit's work plan.
- Build strong working relationships based on credibility and open communication.

- Undertake other duties as requested by the Team Leader Accounts Payable.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	Adept
	<b>Innovate and Improve</b>	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> </ul>

		<ul style="list-style-type: none"> <li>• Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Results</b>		
Innovate and Improve	Adept	<ul style="list-style-type: none"> <li>• Produces new ideas, approaches or insights</li> <li>• Analyses successes and failures in the organisation for insights to inform improvement</li> <li>• Identifies ways in which industry developments and trends impact on own business area</li> <li>• Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</li> <li>• Identifies, shares and encourages suggestions for organisational improvement</li> <li>• Experiments to develop innovative solutions</li> </ul>
<b>Resources</b>		
Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Current NSW Drivers Licence

### Essential Experience

- Experiencing in processing financial transactions.
- Basic knowledge of accounting procedures and systems.
- Knowledge of GST requirements and the impact on Accounts Payable.
- Ability to reconcile accounts and financial ledgers.
- High level of accuracy and attention to detail.
- Demonstrated ability to undertake the functions and responsibilities identified in this role.
- Ability to work in a team environment and follow strict procedures and guidelines.
- Highly developed interpersonal and analytical skills.
- Ability to plan and prioritise work
- Excellent customer relationship skills
- Relevant computer skills (including advanced Microsoft Excel)
- Effective complaints handling skills and experience
- Advanced Excel Skills

### Desirable Qualifications and or Experience

- Relevant tertiary qualification in Accounting, Commerce, Business or Finance
- Local Government Accounting Experience.
- SAP Financial System
- EFTsure System

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>