

<b>Position Title</b>	Financ Officer
<b>Department</b>	Corporate
<b>Unit</b>	Finance
<b>Team</b>	Accounts Payable/Accounts Receivable
<b>Supervises</b>	NIL
<b>Reports To</b>	Team Leader Accounts Payable/Accounts Receivable
<b>Grade</b>	D
<b>Date Prepared</b>	3/02/2021
<b>Date Last Updated</b>	14/04/2025

## 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




The primary purpose of the Finance Officer is to provide efficient and effective processing of accounts receivable/accounts payable transactions.

## Accountabilities

- Ensure the timely and accurate processing of accounts receivable/accounts payable transactions.
- Assist in the recovery of outstanding debts in accordance with Council's debt recovery policy.
- Assist in identifying system and process improvements and work with the Team Leaders AP/AR to implement changes.
- Ensure that account receivable and accounts payable processes comply with any internal controls in place and assist in reviews from internal or external auditors.
- Assist in meeting all statutory financial and reporting requirements as well as taxation obligations including required substantiation, reporting, payment and administration especially in relation to GST.
- Assist in maintaining the completeness, accuracy, reliability and integrity of Council's financial ledgers as they relate to the accounts receivable/accounts payable functions.
- Assist with all reconciliations related to the accounts receivable/accounts payable functions to ensure they are completed in a timely manner.
- Assist Team Leaders AP/AR 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 AP/AR.

## 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 – Council Officer		
Capability Group	Capability Name	Level
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 <b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 <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>		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer- focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b>		
Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence</li> <li>• Works with others to assess options and identify appropriate solution</li> </ul>

Resources		
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 Chief Executive Officer.

## 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

- 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 Microsoft Office applications)
- Effective complaints handling skills and experience

### Desirable Qualifications and or Experience

- Relevant tertiary qualification in Accounting, Commerce, Business or Finance
- Local Government Accounting Experience

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>