
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Administration Officer - Finance
2.0 AWARD:	Queensland Local Government Industry Award (Stream A) – State 2017
3.0 SECTION:	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
4.0 DESCRIPTOR	Administrative
5.0 CLASSIFICATION	Level 2
6.0 DEPARTMENT:	Corporate and Finance
7.0 BRANCH	Finance
8.0 LOCATION:	Bedourie

9.0 POSITION OBJECTIVE

This pivotal role will be responsible for the day to day processing of finance transactions, financial management and cash control within the organisation.

10.0 REQUIREMENTS OF THE JOB

a) Skills

- Well-developed written and interpersonal communication skills.
- Well-developed organisational and time management skills.
- Ability to work independently and effectively under pressure and meet deadlines and targets.
- The ability to interpret legislation and make judgements on its application.
- Resilience, dedication, problem solving skills, initiative, flexibility, a broad mature outlook and the ability to work to strict deadlines are essential skills for this position.
- Moderate levels of analytical and problem solving skills to resolve complex issues.

b) Knowledge

- An understanding of local government policies, procedures and information systems, particularly as they relate to financial matters, or an ability to learn.
- Demonstrated computer literacy including Microsoft Word, Excel, Outlook, Synergy Soft an advantage
- Sound knowledge of principles relating to risk management, quality customer service and sound business ethics.

c) Experience and/or Qualifications

- Previous relevant experience in a similar position.
- Current Queensland 'C' Class Drivers Licence.

11.0 KEY DUTIES / RESPONSIBILITIES

1. Ensure procedures and policies are implemented and maintained within the positions area of influence
2. Prepare timely and accurate month end reconciliations to meet management's requirements
3. Provide strong financial management and reconciliation of Synergy Soft to Caravan Park and Lodge transactions with RMS on a weekly basis
4. Provide strong cash control management across all areas of Council
5. Reconcile and prepare journal for internal charges relative to Facility Hire, Spa View bookings, in-kind support
6. Provide back-up for staff on leave in areas of Payroll, Creditors, Stores
7. Manage Councils Trust fund and complete monthly reconciliations
8. Complete Receipting on a daily basis for all areas of Council including but not limited to Birdsville Caravan Park, WIRRARRI Centre and Outback Visitor Information Centre
9. Reconcile internal fuel transactions on a monthly basis
10. Complete all necessary transactions relative to borrowings and investments through QTC in a timely manner
11. Process credit card payments, reconcile to statements and follow up missing source documents and incomplete information
12. Assist other staff complete financial returns to external parties. Eg Grants & subsidies
13. Assist with the preparation of audit evidence documentation requirements
14. Liaise with internal/external auditors in areas of responsibility
15. Ensure the use of Synergy Soft software is maximised in its working capacity
16. Provide excellent customer service to external customers and within Council
17. Recommend improvements to systems and processes to management
18. Comply with all Council policies and procedures
19. Meet the obligation of an employee and supervisor under Council's workplace safety system

Workplace Health and Safety Responsibilities

20. Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

12.0 KEY SELECTION CRITERIA

- 1) Medium level of skill and demonstrated experience in administrative functions including software applications (spreadsheets, database management and corporate software systems)
- 2) Sound knowledge of local government processes and systems or willingness to learn
- 3) Experience in using financial modules of Synergy Soft or ability to learn
- 4) Well-developed communication skills both oral and written
- 5) Experience in cash control and reconciliation processes
- 6) Demonstrated experience in Stores, Creditors and Payroll
- 7) Demonstrated commitment to OH&S and ability to implement and monitor OH&S procedures
- 8) Current Queensland 'C' Class Drivers Licence

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE

Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION			
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs			
SPECIFIC ACTIONS REQUIRED			AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:						
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/> Foot Movement
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Hearing		<input type="checkbox"/> Depth Perception	<input type="checkbox"/> Fine Manipulation
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/> Peripheral Vision	<input type="checkbox"/> Pushing/Pulling
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision		<input checked="" type="checkbox"/> Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				<input type="checkbox"/> Simple Grasping
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Finance and Procurement Coordinator

Internal Liaisons: All departments and staff

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community groups, and members of the general public.

15.0 EXTENT OF AUTHORITY

Nil

16.0 APPROVALS

Reviewed by: Cassie White
Deputy Chief Executive Officer

Approved by: Leon Love
Chief Executive Officer

Signed: _____

Date: ____/____/____

I, [Name] have read and understood this Position Description – Finance Officer and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ___/___/___