

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Finance and Payroll Officer
Position No:	TBA
Award:	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, clerical, technical, professional, community service, supervisory and managerial services
Certified Agreement:	TBA
Classification:	Level 5
Department:	Corporate Services
Branch:	Finance
Location:	Bedourie
Reports to:	Finance Coordinator
Direct Reports:	Nil

POSITION OBJECTIVE

To support the effective financial management of the council by accurately administering payroll and financial processes in compliance with legislative, industrial, and organisational requirements. This role ensures the timely and accurate processing of employee payments, maintenance of financial records, and contribution to financial reporting and budgeting, while upholding the integrity, confidentiality, and accountability standards expected in local government operations.

COUNCIL'S VALUES

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

KEY RESPONSIBILITIES

Payroll Administration

- Prepare and process the fortnightly payroll in accordance with Council's policies, procedures, and relevant industrial awards.
- Maintain accurate employee records in the payroll system (Definitiv) including new starters, terminations, leave balances, and deductions.
- Ensure compliance with statutory obligations including PAYG, superannuation, and relevant

taxation requirements.

- Prepare and lodge superannuation, PAYG, and payroll tax payments and reconciliations.
- Assist with end-of-year payroll processes including Single Touch Payroll (STP) finalisation and staff payment summaries.
- Respond to payroll enquiries from staff in a professional and confidential manner.
- Maintain confidentiality and accuracy of all payroll and employee information.

Finance Support Duties

- Assist with reviewing accounts payable and receivable processing
- Support month-end and year-end reconciliations and reporting.
- Provide support to other finance staff during periods of leave or workload peaks.

System and Records Duties

- Maintain accurate payroll and financial data within SynergySoft and Definitiv systems.
- Ensure all documentation is filed in accordance with Council's recordkeeping policies and procedures.
- Support continuous improvement of payroll and finance processes and systems.

General Duties

- Maintain up-to-date Procedure Manuals for your relevant workplace
- Liaise with Council's auditors when necessary
- Assist Finance Coordinator and Accountants with preparation of monthly management reports
- Provide reports as necessary and as directed
- Provide assistance to and relief for staff within the Finance Section as required
- Assist with any other duties as requested by Finance Coordinator or Director Corporate Services
- Prepare and provide monthly Fleet and Plant profitability reports, including analysis of variances and performance trends

KEY SELECTION CRITERIA

- Qualification in a relevant discipline or willingness & ability to undertake studies in Accounting or Finance (online training or by correspondence)
- An understanding of local government finance and records management systems;
- Demonstrated high level of interpersonal skills including using a cooperative and consultative approach to enhance processes and to form strong relationships with internal and external customers.
- Demonstrated high level of organisational and time management skills, with the ability to organise and prioritise work effectively to meet deadlines / timeframes.
- Demonstrated attention to detail and analytical skills to prepare reports, policies and procedures and the ability to deliver in a timely manner with a high level of accuracy.

- Ability to use the Microsoft Office suite of products and knowledge of electronic finance systems including the ability to develop and maintain spreadsheets.
- Demonstrated clear understanding and practice of confidentiality, and exercising discretion at all times, when dealing with confidential and/or sensitive issues.
- Demonstrated knowledge and commitment to Workplace, Health and Safety Act 2011 and Regulations, policies and procedures.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Minimum of five years working experience in Queensland Local government
- Sound working knowledge in Synergysoft, MagiqDocs, EftSure, Defintiiv
- Working knowledge of established Local Government work practices and procedures.
- Working knowledge of Local Government policies and regulations.
- Working knowledge in finance and administration duties
- Demonstrated attention to detail and high level of data entry accuracy
- Strong practical knowledge of Council's financial and payroll systems (SynergySoft and Definitiv), including the ability to troubleshoot, reconcile data, and support team users
- 'C' Class, Type O Queensland Drivers Licence or higher
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

Desirable

- Sound oral and written communication skills with clients, colleagues, and members of the public
- Strong attention to detail and accuracy in all financial and administrative tasks
- Ability to interpret and apply clear but sometimes complex rules, procedures, and guidelines
- Basic understanding of computing concepts and proficiency in Microsoft Office applications
- Ability to apply standard administrative and financial techniques with supervision
- Developing knowledge of statutory requirements relevant to local government financial operations
- Commitment to providing quality customer service and maintaining confidentiality

Note: Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.

- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety Responsibilities

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- 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 *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

EXTENT OF AUTHORITY

As per Council's Delegation Register.

Position Description Acceptance

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

Employee Name: _____

Employee Signature: _____

Date: _____