

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Finance and Stores Officer
Position No:	3004
Award:	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, clerical, technical, professional, community service, supervisory and managerial services
Classification:	Level 3
Department:	Corporate Services
Branch:	Finance
Location:	Bedourie
Reports to:	Finance Coordinator
Direct Reports:	Nil

POSITION OBJECTIVE

The role of Finance and Stores Officer ensures the effective management, reporting, and safeguarding of public funds by delivering accurate financial services, maintaining compliance with relevant legislation and policies, supporting strategic planning and budgeting processes, and contributing to the financial sustainability and transparency of the local government authority. The Finance Officer plays a key role in aiding and collaborating among Finance Team in the efficient and uninterrupted customer service both to internal and external stakeholders. This position contributes to the sound financial management and accountability of the council, ensuring compliance with relevant legislation and supporting service delivery across the organisation.

Further, this position also includes assistance to the Stores Operations providing critical operational support to the team.

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

Receipting, Customer Service and Debtor Administration

- Process daily receipts and accurately allocate payments to customer, debtor and ratepayer accounts.
- Assist customers with enquiries relating to accounts, receipts, rates and debtor balances.
- Assist in raising debtor invoices and maintain accurate debtor records.
- Monitor outstanding debts and assist with issuing reminders, statements and other debtor correspondence.
- Assist with monthly debtor reconciliations and investigate discrepancies as required.
- Maintain accuracy and confidentiality of financial information and records.

Financial Administration Support

- Assist with accounts payable functions, including invoice processing, supplier maintenance and data entry.
- Support the Finance Team with reconciliations, journals and month-end processes under guidance and supervision.
- Maintain accurate electronic and hard-copy records in accordance with Council policies and recordkeeping requirements.
- Provide information and supporting documentation for internal and external audits as required.
- Assist with the preparation of financial reports and other administrative documentation.

Stores and Operational Support

- Assist with stores administration, including receipting, stock issues, fuel transactions and inventory record maintenance.
- Perform data entry associated with stores and inventory management.
- Support periodic stocktakes and inventory reconciliations.

General Responsibilities

- Provide professional and responsive customer service to internal and external stakeholders.
- Contribute to continuous improvement of financial and administrative processes.
- Maintain procedure manuals and work instructions relevant to the position.
- Work collaboratively with team members across the organisation.
- Undertake other duties reasonably requested by Finance Coordinator or Director of Corporate Services

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Demonstrated ability to work accurately and maintain a high level of attention to detail.
- Sound literacy and numeracy skills with the ability to work accurately with financial data.
- Well-developed organisational and time management skills, with the ability to manage competing priorities and meet deadlines.

- Strong interpersonal and customer service skills, with the ability to communicate effectively and build positive working relationships.
- Demonstrated computer literacy, including experience using Microsoft Office applications and the ability to learn new software systems.
- Ability to maintain confidentiality and exercise discretion when dealing with sensitive information.
- Demonstrated ability to learn new processes, systems and procedures and apply them accurately.
- Commitment to teamwork and providing high-quality support services.
- Qualification in Business Administration, Accounting, Finance or a related discipline, **or willingness and ability to undertake relevant training and development.**
- Current satisfactory National Police Check and completion of any pre-employment requirements.

Desirable

- Previous experience in administration, customer service, finance, accounts, payroll, stores or local government.
- Experience using financial management, records management or enterprise software systems.
- Understanding of accounts payable, accounts receivable or general financial administration processes.
- Knowledge of local government functions and services.
- Understanding of the Local Government Act 2009 and Local Government Regulation 2012.
- Experience working in a regional or remote environment.

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: _____