

Diamantina Shire Council

POSITION DESCRIPTION



Title:	Finance Support 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 4
Department:	Corporate Services
Branch:	Finance
Location:	Bedourie
Reports to:	Finance Coordinator
Direct Reports:	Nil

POSITION OBJECTIVE

The role of Finance Support Officer is to provide accurate, timely, and efficient financial and administrative support to the finance team in accordance with local government policies, procedures, and statutory requirements. The Finance Support Officer plays a key role in supporting the delivery of financial services including accounts payable and receivable, budget monitoring, financial reporting, and audit preparation. 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.

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

Finance and Budgets Duties

- Prepare and update journal entries in an accurate and timely manner
- Assist Finance Team with budget preparation and budget review in an accurate and timely manner.

Accounts Payable Duties

- Process creditor invoices and payments in accordance with Council policies and legislative requirements.
- Monitor and manage local supplier requisition books to ensure timely purchasing and payment.
- Verify creditor details via EftSure, ensuring compliance with ABN, GST status, and trading name requirements.
- Validate all invoices to ensure authorised expenditure and appropriate supporting documentation.
- Review creditor batches and end-of-month reconciliations prior to payment processing.
- Maintain the integrity of the creditor masterfile, ensuring no duplication, timely deactivation of obsolete creditors, and adherence to auditor-recommended controls.
- Request and reconcile periodic supplier statements to confirm payment accuracy.
- Process Goods Issues transactions such as fuel issues in line with established procedures.
- Review accounts payable audit trails before system updates to ensure accuracy and accountability.
- Collate and track payments for works-in-progress and capital projects.
- Prepare and provide accounts payable and financial reports as required.
- Liaise with Council's auditors and provide relevant documentation as requested.
- Identify and recommend process improvements to enhance efficiency, service quality, and cost-effectiveness.
- Participate in ongoing training and professional development activities relevant to the role.

Finance Procurement Duties

- Review invoices compliance against Procurement Policy
- Ensure all creditor details are entered accurately, that supporting documentation such as creditors ABN, GST status and trading names are compliant with all relevant legislation and Council's Purchasing Policy.
- Review aged purchase order.
- Process Goods Issues for input.

Stores Assistance Duties

- Assist in monitoring and maintaining the Stores Module
- Assist with stock control review by ensuring appropriate stock types and quantities are sufficient to ensure the continuity of Council works and projects
- Assist in Council annual stocktakes and any periodic stock level reviews
- Assist with the identification, valuation and disposal by sale, tender or write off Council assets as required and in accordance with Council policy and procedures
- Ensure all stores records are maintained in accordance with Council's financial accounting standards, policies and procedures
- Assist with processing of freight invoices
- Ensure fuel issues and reconciliation are done on monthly basis

Payroll Ad hoc Duties

- Assist in the processing of payroll as required, ensuring accuracy, confidentiality, and compliance with relevant legislation and Council policies
- Support payroll staff with reconciliation or verification tasks when necessary

Works Costing Duties

- Assist in reviewing job costings to ensure accuracy and correct allocation of labour, materials, and overheads
- Provide feedback or recommendations to improve costing accuracy and reporting efficiency

Plant Duties

- Ensure Fleet and Plant timesheets and costings are recorded accurately and in a timely manner
- Verify the accuracy and completeness of all Fleet and Plant cost allocations and related transactions
- Prepare and provide monthly Fleet and Plant profitability reports, including analysis of variances and performance trends

Additional 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
- Aid and relief for staff within the Finance Section as required
- Assist with any other duties as requested by Finance Coordinator or Director Corporate Services

KEY SELECTION CRITERIA

- 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.
- A sound understanding or experience in finance and administration duties including, but not limited to, Accounts Payable, Payroll, Procurement, Plant, Stores, Records Management and Works Costing.
- 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

- 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 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
- Working knowledge of Council electronic document record management system (MagiQDocs)
- 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: _____