BALRANALD SHIRE COUNCIL

Position Description Finance Officer – Payroll/Creditors

POSITION DESCRIPTION	
DIVISION: Corporate	**SECTION:** Finance
Position: Finance Officer – Payroll/Creditors **Position Number:** 3.05 **Code:** FOPC	**REPORTS TO :** Finance Manager
CLASSIFICATION: Band 2 Level 2	**NO.STAFF SUPERVISED:** Nil
Employment Status: Permanent Full Time	**HOURS OF WORK:** 35 hours/week (9 day fortnight)
LOCATION: Council Offices 70 Market St Balranald	**DESIGNATED MANAGEMENT POSITION:** No
APPROVED BY: General Manager	**REVIEW DATE:** July 2019

OVERVIEW OF POSITION/PURPOSE

Reporting to the Finance Manager, this role will be responsible for providing efficient & effective end-to-end Payroll services to Shire employees, and accurate processing of all creditor invoices and payments ensuring compliance with council's policies and procedures.

LINKS (INTERNAL)	LINKS (EXTERNAL)
• General Manager • Director Corporate and Community Services • Director Infrastructure and Development • Finance Manager • Council Staff	• Ratepayers and General Public • Contractors • Suppliers • Local Government Departments (LG Super etc) • Other Government Departments

PERSONAL ATTRIBUTES APPLICABLE TO ALL POSITIONS	
Display resilience and voice	Be open and honest, prepared to express your views and willing to accept and commit to change.
Act with Integrity	Be ethical and professional, and adhere to the Code of Conduct, Council Values and Work Standards
Manage Self, Deliver Results	Show drive and motivation, commitment to continuous learning and achieving results through efficient use of resources. Ability to operate within a budget.
Work Safely	Take care of own health and safety and that of others, be aware of hazards and promptly report same to WHS officer.
Communicate Effectively, and work Collaboratively	Communicate clearly, actively listen to others and respond with respect; engage and collaborate with others and value their contribution.
Customer Service Focused	Provide customer centred services in line with organisational objectives and agreed service standards.
Demonstrate accountability	Be responsible for own actions, adhere to legislation, policies and procedures and be proactive in identifying and addressing risk.

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POSITION OBJECTIVES

- To provide accurate and efficient administrative support including general clerical duties and to ensure that payroll and creditors are processed in an efficient and timely manner
- The employee must possess the ability to work both independently and also part of the Finance Team

KEY RESPONSIBILITY AREAS

Payroll

- Maintain personnel records as to classification, rates of pay, leave entitlements - annual, sick, long service, time-in-lieu, deductions and superannuation
- Ensure confidentiality of personal and payment records
- Respond to employee enquiries
- Prepare and certify' payroll in accordance with statutory requirements
- Prepare and balance PAYG Summaries for signature by Authorised Officer
- Ensure that authorised deductions are made from employees' pay and that amounts deducted are remitted by the due date to the payee
- Process allocations of labour, materials and plant to the costing system
- Maintain councils RDO and Time In Lieu system
- Remit superannuation, child support, union membership and any other payroll deductions in line with due dates
- As required, process and monitor workers compensation payments and lodge reimbursement claims after each fortnight pay run
- Process traineeship funding claim forms
- Process monthly reports for the reconciliation of payroll to General Ledger
- Ensure there is a clear audit trail for every transaction and that data is stored in a manner that ensures it can easily be retrieved
- Provide for the calculation of redundancy and termination calculations when required
- Assist with the reconciliation of senior executive contract packages annually
- Interpret relevant awards to ensure compliance, with any discrepancies being resolved with relevant Manager and Director Corporate and Community Services or General Manager
- Monitor timesheet coding to ensure allocations are to correct areas / job
- Update Practical Payroll system prior to the first pay run in the new financial year to pick up any changes in tax tables and/ or pay rates
- Assist in the training of Council staff in matters dealing with payroll
- Attend to relevant counter and telephone enquires as required
- All other duties and additional tasks as directed, within the skills and abilities of a position at this level

Creditors

- Ensure the accurate matching of creditor's invoices to orders, verification of computations, verification of receipt of goods / services and reconciliation to statements
- Liaise with staff and creditors for the prompt resolution of discrepancies and disputes, as well as dealing with invoice requirements to satisfy GST processing

- Process creditors invoice details in the creditors system. Prior to processing, ensure that the invoice meets authorisation requirements
- Process at least fortnightly cheque / EFT run and payment of creditors
- Process refund payments
- Maintain creditors Practical database
- Produce and maintain reporting to track outstanding orders within the Practical system and ensure outstanding orders are actioned within agreed timeframes
- Ensure compliance with and adherence to all legislative requirements
- Maintain annual contract payments
- Ensure there is a clear audit trail for every transaction and that data is stored in a manner that ensures it can easily be retrieved
- Any other creditor function required to meet the above objectives
- Any other duties as reasonably required

GENERAL WORK REQUIREMENTS

eneral To provide the best customer service to both internal and external customers in accordance with Council's policy and procedures in particular:

- Replying to written correspondence within 14 days
- Returning telephone calls within 24 hours
- Ensuring that the public image of the Council as a service provider is always maintained in the highest integrity
- To support Council objectives in the public forum
- To display a positive attitude towards Council policy and decisions in relation to the position and the public image of the Council
- To provide a positive personal contribution in the exchange of information between team members, across business departments and with customers
- To contribute to a Service Improvement Program by participating in teams aimed at work improvement
- To lead, encourage and participate in team activities
- To participate in training programs designed to increase efficiency and effectiveness
- Presentation of a courteous and helpful image to Councillors, internal officers, outside organisations and customers
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, outside organisations and customers

Public Safety/Risk Management

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately
- Rectify hazards and notify supervisor with a view of preventing recurrence
- To follow up action items with specific timeframes as directed by staff and advise staff of action taken
- Observe risk management principles, policies and practices through the risk management strategy and operational procedure statements
- Employ risk management principles and practices in day-to-day duties and functions
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

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Equal Employment Opportunity

- To actively support the principles and practices of Equal Employment Opportunity

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Works within the confines of set standards and procedures, under the regular supervision of the Finance Manager.

SKILLS AND KNOWLEDGE

Skills:

- Proficient keyboard and computer skills
- Well-developed numeracy skills
- Well-developed verbal communication skills
- Well-developed public relations skills
- Excellent time management and organisational skills
- Well-developed telephone skills

Knowledge:

- Knowledge of Council's organisational structure and function
- Working knowledge of costing systems
- Good knowledge of relevant Awards and their interpretation
- Sound knowledge of creditors and payroll systems.

SELECTION CRITERIA

Essential:

- Proficient keyboard and computer skills
- Well-developed numeracy skills
- Well-developed verbal communication skills
- Well-developed public relations skills
- Excellent time management and organisational skills
- Well-developed telephone skills
- Attention to detail
- Working Knowledge of creditors systems and procedures
- Working knowledge of payroll systems and procedures
- Working knowledge of Microsoft products
- Ability to meet deadlines
- Have an understanding of an interpretation of relevant awards
- Knowledge in application of GST requirements
- Hold a current "C" class drivers licence

Desirable:

- Experience in a similar position within local government administration
- Experience in a similar position or related field of work

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ADHERENCE TO COUNCIL'S POLICIES AND PROCEDURES

I hereby agree to abide by the Council's Policies and Procedures in relation to all employment and work matters.

This is to state that I am aware of and have agreed to the conditions and responsibilities as outlined in this Position Description and understand that:

1 My performance will be continuously monitored and measured in accordance with these criteria; and
2 I will establish an agreed set of Key Performance Indicators with the Director and General Manager within 60 days of my commencement.

I also understand that my performance will be appraised on an annual basis in accordance with performance measures as set out in the Staff Development Scheme for this position and that both this Position Description and the Staff Development Scheme will be reviewed and updated on an annual basis.

……. ……/……/…….
Incumbent **Date**

……. ……/……/…….
Supervisor **Date**