



# BOULIA SHIRE COUNCIL

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Finance Officer
<b>DIRECTORATE:</b>	Corporate Services
<b>DEPARTMENT:</b>	Finance
<b>CLASSIFICATION:</b>	Level 3.1
<b>REPORTS TO:</b>	Finance Manager
<b>AWARD and STREAM:</b>	Qld Local Government Stream A Award Boulia Shire Council Certified Agreement 2024-2027
<b>HOURS:</b>	72.5 hours per fortnight
<b>LOCATION:</b>	Boulia Shire Council Administration Office
<b>REVIEW DATE:</b>	25/7/2024

### OUR VISION

#### 'A progressive Shire creating opportunities for all'

We will be valued as a Shire where people choose to live, work and play and a guardian of a sustainable natural environment that inspires and supports a healthy community.

### OUR PURPOSE

#### 'Delivering our plans, planning for the future'

We are a council committed to decisive leadership in making locally responsive, informed and responsible decisions. We aim to deliver continuous improvement to provide quality services and facilities which support a sustainable future.

### OUR VALUES

#### Leadership and Collaboration

Building trust, teamwork, communication and a shared understanding that actively listens to our community.

#### Accountability, Consistency and Transparency

Equal opportunities, fair and open consultation and communication. Accepting responsibility for our actions.

#### Performance and Value for Money

Achieving the best value for money outcomes for our community. Collaborations, managing expectations and working towards common goals.

#### Commitment, Teamwork and Staff Development

Continually improve on our achievements and drive innovative solutions. Lead change and continuous improvement in delivering for our community. Promote a positive health and safety culture.

***"No one individual can do this but as a community working together we can deliver a strong framework for the future of our shire"***

## **DEPARTMENT SUMMARY**

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The Finance and Corporate Services Department is responsible for the financial management practices of Council including preparing Financial Statements, budget reviews, rating valuations, accounts receivable/payable and payroll. In addition, they oversee Council's administration, regulatory compliance, Information Technology network, electronic document management system and customer service. Responsibility for preparing the annual budget, long-term financial planning and asset management documents, along with monthly reporting to Council on the current financial position against the budget, lies with the Finance and Corporate Services Department.

## **POSITION OBJECTIVES**

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This role acts within established procedures, with direction from Finance Manager in order to facilitate the competent and accurate completion of assigned tasks and responses to finance queries.

This role will be a support of other core business units in the provision of a professional service to all clients and ratepayers of the Bouliā Shire.

To develop and/or enhance financial skills & knowledge through undertaking a broad-base of tasks (with supervision) within the Council's Finance team and/or as directed from time to time.

## **GENERAL INFORMATION: POSITION DETAILS**

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This position is located with the Bouliā Shire Council's Office, 18 Herbert Street, Bouliā.

It is subject to a three (3) month probationary period, and performance will be formally reviewed annually, with informal feedback as required.

General features of this position require the application of knowledge and skills, which are gained through training and experience in the field.

The nature of the work will require the position holder to demonstrate professionalism and ethical conduct at all times.

Although due care has been taken to consider all aspects of the Finance Officer role, Council acknowledges that situations, circumstances or issues may arise outside the scope of the Position Description.

In any instance where details are not adequately defined or addressed within the Position Description, the Officer will consult with the Chief Executive Officer to achieve an official determination.

## **DUTIES AND RESPONSIBILITIES: CORPORATE RESPONSIBILITIES**

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### **CODE OF CONDUCT**

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1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct.
  - a) is in line with the expectations of Council as specified in the Code of Conduct, and
  - b) decisions are made based on the principles of sound ethics and judgement.
2. Act always in line with the principles as outlined in Council's Code of Conduct. Specifically.
  - a) Integrity and Impartiality
  - b) Promoting the Public Good
  - c) Commitment to the system of government
  - d) Accountability and transparency

### **CONFLICT OF INTEREST**

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- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.
- b) Bouliia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Bouliia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Bouliia Shire Council's Employee Deed of Confidentiality.

### **CONFIDENTIALITY AGREEMENT**

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- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.
- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.
- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.
- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

## **PUBLIC SECTOR ETHICS**

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Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government.
- Integrity
- Respect for others.
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Bouliia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

## **POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES**

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### **FINANCIAL SERVICES**

The position is responsible for delivering a high standard of performance to the financial services department of council and the duties include but are not limited to the following:

- Monitoring the Councils purchasing processes to ensure accurate costing and proper authorisation and costing of payments due and payable
- Process all Purchase Orders, Debtors and Creditor payments weekly ensuring that all purchase orders are issued within delegated authority and that all receipts of goods are confirmed;
- Assist in processing all Payroll and Contractor cheques fortnightly;
- Check calculation of Invoices that are ready for payment;
- Be proactive in customer Debtor / Creditor enquiries;
- Check reconciliation of Bouliia Shire Council petty cash transactions;
- Maintaining a relevant debtor /creditor database by culling superseded clients at the end of each financial year;
- Processing and calculation for payment of water and gravel access charges in accordance with Council's policy;
- Maintaining a register of quarry and water resources extracted and payments of water and gravel charges paid;
- Check utility accounts as required and maintain a register of users eg. Telstra, Ergon, Min Min Store
- Set up Standard Invoices for periodical invoices such as housing rents, agistment fees and food licence fees;
- Process all Debtor invoices and credit notes
- Process refunds and credit notes as required;
- Maintain spreadsheets on agistment fees and leased facilities;
- Assist in processing of private works charges;
- Assist in maintaining spreadsheets on private works fortnightly;
- Assist with preparation of end of month statements for outstanding debtor accounts for Finance Manager;
- Assist with the rates by providing basic data entry to enable completion of the rates run;
- Actively assist ratepayers with basic enquiries on Rate Assessments;

- Assist in maintaining the Council's bank reconciliations;
- Assist in completing random cash checks for all Council locations;
- Assist with stock takes;
- Process and check Creditor EFT and Debtor applications as requested;
- Assist in coordination of the financial functions of the Council effectively and efficiently in accordance with accounting standards and associated statutory obligations;
- Relief in other administration positions as required;
- Other duties applicable to the position when requested;

### **Support / Multi-Skill**

- Multi skill in Creditors, Debtors; and Rates;
- The position will enable the Finance department to provide basic data entry to enable completion of Debtors, Creditors and Rates.

## **KEY COMPETENCIES**

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- Time management, prioritisation of workload and organisational abilities to meet ongoing deadlines;
- Ability to function effectively as part of a team;
- Attention to detail;
- Well-developed numeracy, literacy and communication skills;
- Sound computer literacy – particularly Microsoft and Council's Financial accounting software applications;
- Confidentiality, tact and discretion when dealing with members of Council, staff, and the public;
- Sound understanding of policies and regulations relating to the Local Government environment or the ability to rapidly acquire such knowledge.
- Broad knowledge of policies, standards and regulations relating to the work area.
- Demonstrated ability to gain knowledge and understanding of basic financial procedures, and established work practices relevant to the work area or demonstrated ability to learn quickly and apply new knowledge including proofing reading
- Ability to adapt and learn quickly with excellent attention to detail
- Maintain your work area i.e. clean and organised

## **SELECTION CRITERIA**

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- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Possession of skills, knowledge and experience as outlined in position description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

## **EXPERIENCE / QUALIFICATIONS / LICENCES/SKILLS**

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In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, and potential for development, and your personal qualities.

- a) A genuine desire to work in the Finance field is essential & a willingness to undertake professional development in order to acquire the required skills & knowledge
- b) Sound knowledge of Microsoft suite of products-Word, Excel etc.
- c) Minimum of Grade 10 – Grade 12 preferred &/or previous industry experience
- d) C Class Driver's Licence

## **PROFESSIONAL DEVELOPMENT**

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- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and webinars relevant to the position

## **WORK HEALTH AND SAFETY OBLIGATIONS**

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- a) All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System, WHS policies, procedures and work instructions.
- b) These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Duties of workers while at work, a worker must:

- a) Take reasonable care of his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Boulia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Boulia Shire Council relating to health or safety at the workplace that has been notified to workers.

## **EQUIPMENT OPERATED**

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- a) All forms of Computerised office equipment
- b) Telephone, Tablet
- c) Photocopier (Document Centre)
- d) Motor Vehicle

## PHYSICAL DEMAND CATEGORY

<b>SEDDENTARY WORK</b>	<i>Refer: Code of Practice 2011</i>
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs. Medium
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs.
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs

SPECIFIC ACTIONS REQUIRED					
<i>This job may include:</i>					
Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hr
<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs
<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs

REPETITIVE MOTIONS	
<b>Simple Grasping</b>	<input checked="" type="checkbox"/>
<b>Fine Manipulation</b>	<input type="checkbox"/>
<b>Pushing / Pulling</b>	<input type="checkbox"/>
<b>Finger Dexterity</b>	<input checked="" type="checkbox"/>
<b>Foot Movement</b>	<input type="checkbox"/>

THIS JOB WILL REQUIRE:			
MANOEUVRE	FREQUENT	OCCASIONAL	NONE
<b>Bending</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Squatting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Climbing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Twisting</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT		
<b>Attribute</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Chemicals</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Cold</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Dampness</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Fumes / Gases</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Heat / Humidity</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Heights</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Noises</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AUDIO-VISUAL DEMANDS	
<b>Depth Perception</b>	<input checked="" type="checkbox"/>
<b>Colour Discrimination</b>	<input checked="" type="checkbox"/>
<b>Peripheral Vision</b>	<input checked="" type="checkbox"/>
<b>Hearing</b>	<input checked="" type="checkbox"/>

PLANT OPERATION
maximum seat rating of 120kgs

## GENERAL OBLIGATIONS

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1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with supervisors and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document, it is understood that employment is with Bouliia Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.
6. Always promote the Shire in a positive manner when dealing with external contacts.
7. Promote and encourage continuous improvement strategies for the delivery of accurate and timely Council governance documentation.
8. Demonstrated commitment to work outside of normal business hours on those occasions required by the Finance Manager.

## CERTIFICATION

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	REVIEWING OFFICER	APPROVING OFFICER	DATE
8/1/2022	1	CEO	DCS	CEO	10/1/2022
09/09/2021	2	CEO	DWO	CEO	21/7/2023
25/7/2024	Review	HR	CEO	CEO	25/7/2024