



Position Description

FINANCE OFFICER – CREDITORS



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Finance Officer - Creditors

Position Number: Y014

Purpose: To support responsible financial management and manage creditors, cashbook balancing and banking, and finance related registers of the Shire.

Role Responsibilities

Creditors

Overall responsibility for Shire's creditors system including but not limited to:

- Data entry of creditor's invoices
- Generate cheques/EFT on a regular basis according to policies and/or procedures - final approval by CEO & EMTS.
- Statement Reconciliations and timely follow up of discrepancies.
- Monthly reporting of payments, credit and purchasing cards for Council Information.
- Respond to creditor enquiries.
- Monthly reconciliation of Creditor's Trial Balance including follow up of inconsistencies.
- Preparation of monthly Business Activity Statements.
- Record all changes to creditor's master files in Central Records and update details in SynergySoft.
- Management of the names and addresses module as it relates to creditors.
- Preparation of TPAR for submission to ATO.

Purchase Orders

Principal operational responsibility for:

- Utility purchase orders.
- Monitoring of outstanding Purchase Orders and cancel if applicable.
- Preparation and distribution of monthly Outstanding Purchase Order Reports.
- Monitoring of quotes to ensure compliance with policies and/or procedures.
- Assist with expenditure reports for relevant officers as required.
- Liaising with other departments in the Shire to ensure robust financial processes and procedures are in place and full compliance with the Shire of York Procurement Policy including onboarding training.

Other

- Liaising with the external auditors for Interim and Final Annual Audits.
- Be an active and engaged partner with the Corporate & Community Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.

Performance of Duties

- Work to support the cultural values of the Shire of York.
- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.

- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the Equal Opportunity Act, 1984 and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to Policy 08 Employee Code of Conduct.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Council is committed to Work Health and Safety in all areas of Council's operations and requires you to comply with the requirements of the Section 28 of the Work Health and Safety Act 2020 WA.

Required Skills and Qualifications

Essential

- Sound data entry skills, including both speed and accuracy
- Highly developed computer skills with comprehensive knowledge of Microsoft Excel and Word, digital procurement and financial software packages.
- Well-developed verbal and written communication skills, with an ability to communicate effectively at all levels of the organisation
- Demonstrated analytical, time management, problem solving and prioritisation skills

Desirable

- Experience in a Local Government or other legislative environment
- Working knowledge of the Local Government Act and Financial Regulations
- Experience in the use of Synergy Soft and Altus Procurement
- 'C' Class drivers licence
- Relevant accounting qualifications

Level of Authority and Organisational Relationships

Reports to:

Senior Finance Officer

Direct Reports:

Nil

Extent of Authority: Delegations or approvals as directed by the Council, CEO or Executive Manager

Internal Liaisons:

CEO and Executive Managers

Manager Finance

Finance and Administration Staff

Other Shire staff

External Liaisons

Council as appropriate

Relevant Consultants and Contractors

Auditors
Creditors of the Shire
Grant Funding Bodies

Classification: Level 4 - Inside Staff EA
Location: Shire Administration

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

Last Position Description Review

Date: / /

Next Review Due

Date: / /