

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Finance Support Officer
<b>Classification Level:</b>	Category B Level 3
<b>Industrial Instruments:</b>	Torres Shire Council Certified Agreement 2010
<b>Date prepared/ Updated:</b>	August 2021
<b>Position Purpose:</b>	To effectively administer the Council's debtors' systems and processes.
<b>Reports To (Position Title):</b>	Finance Manager
<b>Roles Reporting To This:</b>	Nil
<b>Key Relationships / Interactions:</b>	<ul style="list-style-type: none"><li>Members of the Public</li><li>Other Council Staff both Internal and External</li></ul>
<b>Decision Making Authority:</b>	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <ul style="list-style-type: none"><li>The position is accountable to the Director, Corporate &amp; Community Services.</li></ul>

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

<b>Signature of Incumbent:</b>	
<b>Print Name:</b>	
<b>Date:</b>	/ /

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
<b>Job Specific Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Regular follow-up of outstanding debtors and periodic reporting to the supervisor,</li> <li>2. Initiate and monitor legal recovery action where required,</li> <li>3. Preparation of debtor accounts for fees, charges and private works,</li> <li>4. Filing and archiving of reports and accountable printouts.</li> <li>5. Printing and filing of all reports and other supporting documentation associated with the above procedures.</li> <li>6. Processing of fuel rebates.</li> <li>7. Administration and balancing of AVDATA fees.</li> <li>8. Processing of Horn Island electricity accounts for invoicing tenants</li> <li>9. Perform till balancing, cash reconciliations and banking as required.</li> <li>10. Perform Payroll, Creditors and Debtors functions when required.</li> <li>11. To provide administrative support to various finance-related positions within Council.</li> <li>12. Administrative support for Staff Tenancy Agreements</li> <li>13. Undertaking of other work duties as directed by the Director Corporate Services and/or Finance Manager.</li> </ol>
<b>Supervisory Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Nil</li> </ol>
<b>Communication &amp; Interpersonal Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Create a welcoming atmosphere by engaging all people in a friendly and approachable manner.</li> <li>2. Work as part of a team and show professionalism.</li> <li>3. Punctual in both attendance at work and at staff meetings.</li> <li>4. Maintain high standards of presentation and personal grooming.</li> <li>5. Comply with Council's Code of Conduct.</li> </ol>
<b>Legislative Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Council's 'Corporate Recordkeeping' Policy and associated procedures.</li> <li>2. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including but limited to: <i>Local Government Act 2009</i> <ul style="list-style-type: none"> <li>· <i>Local Government Regulations 2012</i></li> <li>· <i>Public Sector Ethics Act 1994</i></li> <li>· <i>Industrial Relations Act 2016</i></li> <li>· <i>Workplace Health and Safety Act 2011;</i></li> <li>· <i>Workplace Health and Safety Regulation 2011;</i></li> <li>· <i>Workers Compensation and Rehabilitation Act 2003</i></li> <li>· <i>QLD Crime and Corruption Act 2001</i></li> <li>· <i>Commonwealth Disability Discrimination Act 1992;</i></li> <li>· <i>Commonwealth Age Discrimination Act 2004;</i></li> <li>· <i>Commonwealth Racial Discrimination Act 1975</i></li> <li>· <i>Commonwealth Sex Discrimination Act 1984</i></li> <li>· <i>Environmental Protection Act 1994;</i></li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>· <i>Environmental Protection Regulation 1998;</i></li> <li>· <i>Equal Opportunity in Public Employment Act 1992;</i></li> <li>· <i>Anti Discrimination Act 1991.</i></li> <li>· <i>The Public Records Act 2002</i></li> <li>· <i>Public Interest Disclosure Act 2010</i></li> <li><i>Anti Discrimination Act 1991.</i></li> </ul>
<b>Workplace Health and Safety Responsibilities</b>	The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
<b>Confidentiality and Privacy</b>	<ol style="list-style-type: none"> <li>1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</li> <li>2. Ensure compliance with: <ul style="list-style-type: none"> <li>· <i>Right to Information Act 2009</i></li> <li>· <i>Information Privacy Act 2009</i></li> </ul> </li> </ol>

**PART 3 – PERSON SPECIFICATION**

<b>Qualifications &amp; Experience</b>
<ol style="list-style-type: none"> <li>1. Experience in cash handling, cash &amp; Eftpos reconciliation and banking</li> <li>2. At least 3 years experience in Accounts receivable</li> <li>3. Certificate III in Business Administration or Accounting or related</li> <li>4. Experience in using initiative and working successfully with others</li> </ol>
<b>Technical Skills &amp; Abilities</b>
<ol style="list-style-type: none"> <li>1. Mature, positive attitude, high level interpersonal skills and ability to interact positively with customers and team members</li> <li>1. Aptitude and demonstrated ability in providing administrative support</li> <li>2. Demonstrated ability to work productively with other staff to achieve objectives</li> <li>3. Good level of verbal &amp; written communication skills.</li> <li>4. Ability to deal effectively with customers via the phone, face to face and/or other electronic medium</li> <li>7. Knowledge of Ailan Kastom &amp; traditional languages</li> <li>5. Good numeracy and literacy skills.</li> <li>6. Ability to use initiative and flexibility when resolving issues relating to tasks</li> <li>7. Intermediate computing skills with demonstrated ability to learn new applications and effectively use established ones.</li> </ol>

**PART 4 – SELECTION CRITERIA**

<b>Essential Skills, Experience &amp; Qualifications</b>
<ol style="list-style-type: none"> <li>1. Previous experience in a similar role</li> <li>2. Experience with financial software and the ability to learn Council's software</li> <li>3. Good organisational and communication skills</li> <li>4. Intermediate computer skills – MS Word/Excel Outlook</li> </ol>