

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

Position Title:	Senior Finance Officer
Classification Level:	QLGIA (stream A) – Division 2, Section 1- Level 5
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	23/01/2026
Position Purpose:	To ensure the effective delivery of Council’s day-to-day financial operations, including oversight of creditors, debtors, revenue, and cash handling functions. The role provides technical expertise, supervision, and quality assurance across finance support activities, ensures compliance with legislative and policy requirements, and contributes to accurate financial reporting and continuous improvement.
Reports To (Position Title):	Finance Manager.
Roles Reporting to This:	Finance Support Officers.
Key Relationships / Interactions:	<ul style="list-style-type: none">• Finance Team Members, including Finance Manager.• All Council Executives and staff.• Community members, government agencies, service providers, and contractors.
Decision Making Authority:	The role operates under general management, applying established procedures and exercising limited decision-making initiative in day-to-day administrative activities.

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	<p><i>Accounts Payable</i></p> <ul style="list-style-type: none">• Oversee and coordinate Council’s debtor, creditor and payroll functions to ensure accurate, timely, and compliant processing.• Review and approve invoice coding, three-way matching (Purchase Orders, Goods/Services Receipts and Supplier Invoice), GST treatment, and payment batches in accordance with delegations and internal controls.• Ensure creditor payments are processed within statutory timeframes and Council service standards.• Maintain oversight of supplier master data, including verification of ABNs, banking details, and compliance documentation.• Monitor, investigate, and resolve complex creditor issues, discrepancies, credits, and disputes.• Provide support, guidance, training, and quality assurance to finance support and Payroll staff.



Creditors

- Oversee the preparation, review, and timely issuance of accurate invoices in accordance with contractual terms, pricing, and payment conditions
- Investigate and resolve payment discrepancies, billing errors, and unapplied cash items
- Maintain comprehensive and well-organised accounts receivable records, including the preparation and analysis of aging reports
- Reconcile the accounts payable subledger to the general ledger on a regular basis
- Ensure compliance with accounting standards, company policies, and internal controls

Debtors & Revenue Management

- Oversee the administration of Council's debtor and revenue functions, including invoicing, receipting, reconciliations, and debt recovery activities.
- Monitor debtor balances and ensure recovery actions are undertaken in accordance with Council's debt recovery policies and procedures.
- Review debtor reports, ageing analyses, and exception reports, providing advice to management and internal stakeholders.
- Manage escalated customer and stakeholder enquiries relating to accounts, payments, and disputes.

Cash Handling & Reconciliation

- Oversee cash handling, EFTPOS processing, daily balancing, and banking activities to ensure compliance with internal controls and audit requirements.
- Review and authorise cash, EFTPOS, and bank reconciliations, ensuring discrepancies are investigated and resolved promptly.
- Ensure banking documentation is accurate, and deposits are processed in a timely manner.

Financial Systems, Reporting & End of Month Support

- Provide advanced support and guidance in the use of Council's financial management systems, ensuring data integrity and accuracy across all finance functions
- Identify and implement opportunities for process improvement and system enhancements within finance operations
- Review financial reports, reconciliations, and supporting schedules for completeness and accuracy
- Support month-end and year-end close processes, including journals, accruals, and audit preparation
- Ensure reporting complies with accounting standards, company policies, and internal controls

Supervision, Leadership & Team Support

- Provide day-to-day supervision, mentoring, and technical support to Finance Support Officers and other finance staff as required.
- Allocate and prioritise workloads to ensure operational deadlines are met.
- Review work outputs to ensure accuracy, compliance, and consistency with Council policies and procedures.
- Support staff development through coaching, training, and knowledge sharing



	<p><i>Governance, Compliance and Risk Management</i></p> <ul style="list-style-type: none"> • Ensure finance operations comply with Council policies, delegations, and relevant legislation. • Maintain effective internal controls and support internal and external audit processes. • Identify and manage financial risks, escalating issues where appropriate. <p><i>Customer Service & Policy Compliance</i></p> <ul style="list-style-type: none"> • Provide a high standard of internal and external customer service. • Communicate clearly and professionally with staff, Councillors, contractors, auditors, and members of the public. • Handle confidential and sensitive information with discretion, integrity, and professionalism.
<p>Supervisory Responsibilities</p>	<p>Finance Support Officers</p>
<p>Communication & Interpersonal Responsibilities</p>	<ul style="list-style-type: none"> • Well-developed interpersonal and communication skills, with the ability to liaise professionally with internal staff, stakeholders, suppliers, auditors, and customers. • Ability to resolve escalated financial enquiries calmly and professionally. • Ability to deliver a high standard of supervision, and internal and external customer service.
<p>Legislative Responsibilities</p>	<p>Observe Council’s policies and procedures to ensure compliance with all relevant legislation, including but limited to:</p> <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Financial and Performance Management Standard 2019</i> • <i>Local Government Regulations 2012</i> • <i>A New Tax System (Goods and Services Tax) Act 1999</i> • <i>Public Records Act 2002</i> • <i>Information Privacy Act 2009.</i> • <i>Crime and Corruption Act 2001</i> • <i>Human Rights Act 2019 (QLD).</i> • <i>Public Sector Ethics Act 1994.</i> • <i>Anti-Discrimination Act 1991.</i>
<p>Workplace Health and Safety Responsibilities</p>	<ul style="list-style-type: none"> • Comply with Torres Shire Council WHS policies and procedures. • Take reasonable care for personal safety and the safety of others in the workplace.
<p>Confidentiality and Privacy</p>	<p>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.</p> <p>Ensure compliance with:</p> <ul style="list-style-type: none"> • Right to Information Act 2009 • Information Privacy Act 2009



PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ul style="list-style-type: none">• Degree in Accountancy OR• Strong experience in accounts payable, accounts receivable, cash handling, reconciliations, and financial reporting.• Experience in supervising staff.• Demonstrated ability to manage competing priorities, meet deadlines, maintain confidentiality, and act with integrity while working independently and collaboratively within a finance team.
Technical Skills & Abilities
<ul style="list-style-type: none">• Advanced proficiency in accounts payable and receivable processes, including invoice coding, three-way matching, payment runs, and reconciliations.• Ability to review, approve, and quality-assure financial transactions, ensuring compliance with internal controls, delegations, and local government legislation.• Strong knowledge of GST, statutory payment obligations, and debt recovery practices.• Experience in cash handling, EFTPOS processing, daily balancing, and banking reconciliations.• Competence in financial reporting, month-end and year-end processes, journals, accruals, and audit preparation.• Proficient in working within a financial management system and maintaining data integrity across systems and databases.• Ability to analyse financial data, identify anomalies, and implement corrective actions.• Experience in supervising, mentoring, and providing technical guidance to finance support staff.• Ability to develop and implement process improvements to enhance efficiency and compliance in finance operations.• Strong skills in preparing financial schedules, reports, and documentation for internal and external stakeholders.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ul style="list-style-type: none">• Experience in overseeing and managing finance operations, including accounts payable, accounts receivable, cash handling, reconciliations, and financial reporting, all with a high level of accuracy and compliance.• Sound understanding of GST requirements, statutory payment obligations, and internal control frameworks, with the ability to ensure compliance and support audit processes.• Proven ability to supervise, mentor, and provide technical guidance to staff, including workload allocation, quality assurance, and development of team capabilities.• Demonstrated ability to analyse financial data, identify discrepancies or risks, and implement effective corrective actions or process improvements.• Proficiency in the use of a financial management system, and Microsoft Office applications, with the ability to maintain data integrity and produce accurate financial reports and schedules.• Demonstrated ability to manage competing priorities, meet deadlines, maintain confidentiality, and act with integrity while working independently and collaboratively within a finance team.