



**POSITION DESCRIPTION**

**PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Finance Support Officer
<b>Classification Level:</b>	QLGIA (stream A) – Division 2, Section 1- Level 4
<b>Industrial Instruments:</b>	Torres Shire Council Certified Agreement 2022
<b>Date prepared/ Updated:</b>	28/01/2026
<b>Position Purpose:</b>	<ul style="list-style-type: none"> <li>To provide high-level administrative and operational support across the Finance Team, with a primary focus on debtors and revenue functions.</li> <li>Ensure all financial, administrative, and customer service activities are performed in compliance with relevant legislation, regulations, standards, and Council policies applicable to Queensland local government operations</li> </ul>
<b>Reports To (Position Title):</b>	Senior Finance Officer and Finance Manager
<b>Roles Reporting to This:</b>	Nil
<b>Key Relationships / Interactions:</b>	<ul style="list-style-type: none"> <li>Finance Team Members, including Senior Finance Officer and Finance Manager</li> <li>All Council Executives and staff.</li> <li>Community members, government agencies, service providers, and contractors</li> </ul>
<b>Decision Making Authority:</b>	The role operates under general supervision, applying established procedures and exercising limited decision-making initiative in day-to-day administrative activities.

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
<b>Job Specific Responsibilities</b>	<p><i>Creditors (Accounts Payable)</i></p> <ul style="list-style-type: none"> <li>Process vendor invoices and payments accurately and on time</li> <li>Request copies of outstanding invoices from the supplier</li> <li>Review purchase orders against goods/services receipts and supplier invoices, GST treatments and payment batches.</li> <li>Investigate and resolve payment discrepancies or vendor queries</li> <li>Maintain accurate and complete accounts payable records</li> <li>Reconcile Creditor monthly statements.</li> <li>Prepare and maintain aging accounts payable schedules</li> <li>Reconcile the accounts payable subledger to the general ledger</li> <li>Support month-end close and audit processes related to accounts payable</li> <li>Ensure compliance with accounting standards, company policies, and internal controls</li> </ul> <p><i>Debtors &amp; Revenue Management (Accounts Receivable)</i></p> <ul style="list-style-type: none"> <li>Administer Council’s debtor function, including invoicing, receipting, reconciliations, and follow-up of outstanding accounts.</li> <li>Monitor and manage debtor balances in accordance with Council’s debt</li> </ul>



	<p>recovery policies and procedures.</p> <ul style="list-style-type: none"> <li>• Prepare debtor reports and provide accurate financial information to internal stakeholders.</li> <li>• Liaise professionally with customers regarding accounts, payments, and account enquiries.</li> </ul> <p>Cash Handling &amp; Reconciliation</p> <ul style="list-style-type: none"> <li>• Undertake cash handling duties including receipting, Eftpos processing, and daily balancing.</li> <li>• Perform cash, Eftpos, and banking reconciliations ensuring accuracy and compliance with Council controls.</li> <li>• Prepare banking documentation and ensure timely processing of deposits.</li> </ul> <p><i>Finance Team Support</i></p> <ul style="list-style-type: none"> <li>• Provide administrative support and relief across finance functions including payroll, creditors, and general finance administration as required.</li> <li>• Assist with end-of-month and end-of-year financial processes.</li> <li>• Maintain accurate records and filing systems in line with legislative and audit requirements.</li> </ul> <p>Systems &amp; Administration</p> <ul style="list-style-type: none"> <li>• Use Council’s financial management systems effectively and accurately.</li> <li>• Maintain data integrity within financial systems and databases.</li> <li>• Prepare correspondence, spreadsheets, reports, and other documentation as required.</li> </ul>
<p><b>Supervisory Responsibilities</b></p>	<p>Nil</p>
<p><b>Communication &amp; Interpersonal Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Deliver a high standard of internal and external customer service.</li> <li>• Communicate clearly and professionally with staff, Councillors, contractors, and members of the public.</li> <li>• Handle confidential information with discretion and integrity.</li> </ul>
<p><b>Legislative Responsibilities</b></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"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Financial and Performance Management Standard 2019</i></li> <li>• <i>Local Government Regulations 2012</i></li> <li>• <i>A New Tax System (Goods and Services Tax) Act 1999</i></li> <li>• <i>Public Records Act 2002</i></li> <li>• <i>Information Privacy Act 2009.</i></li> <li>• <i>Crime and Corruption Act 2001</i></li> <li>• <i>Human Rights Act 2019 (QLD).</i></li> <li>• <i>Public Sector Ethics Act 1994.</i></li> <li>• <i>Anti-Discrimination Act 1991.</i></li> </ul>
<p><b>Workplace Health and Safety Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Comply with Torres Shire Council WHS policies and procedures.</li> <li>• Take reasonable care for personal safety and the safety of others in the workplace.</li> </ul>
<p><b>Confidentiality and</b></p>	<p>Keep all confidential information completely confidential, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, and after completion of employment.</p>



<b>Privacy</b>	Ensure compliance with: <ul style="list-style-type: none"> <li>• Right to Information Act 2009</li> <li>• Information Privacy Act 2009</li> </ul>
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**PART 3 – PERSON SPECIFICATION**

<b>Qualifications &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Previous experience in a similar finance or accounting support role.</li> <li>• Minimum of three (3) years’ experience in finance-related functions such as debtors, creditors, and/or payroll.</li> <li>• Demonstrated experience in cash handling, Eftpos processing, reconciliation, and banking.</li> <li>• Experience using financial software and the ability to learn Council-specific systems.</li> <li>• Intermediate computer skills including Microsoft Word, Excel, databases, email, and internet applications.</li> <li>• Well-developed literacy and numeracy skills with strong attention to detail.</li> <li>• Demonstrated communication and interpersonal skills, with the ability to work effectively in a team environment.</li> <li>• Ability to work autonomously, prioritise tasks, and meet deadlines in a busy work environment.</li> </ul>
<b>Technical Skills &amp; Abilities</b>
<ul style="list-style-type: none"> <li>• Certificate III in Accounting, Business Administration, Finance, or a related discipline</li> <li>• Or demonstrated equivalent knowledge, skills, and experience relevant to the role, consistent with the requirements of</li> </ul>

**PART 4 – SELECTION CRITERIA**

<b>Essential Skills, Experience &amp; Qualifications</b>
<ol style="list-style-type: none"> <li>1. Demonstrated experience in a finance or accounting support role, with at least three (3) years’ experience across finance-related functions such as debtors, creditors, and/or payroll.</li> <li>2. Proven experience administering creditor and debtor accounts, using appropriate GST treatments according to legislation.</li> <li>3. Demonstrated experience in cash handling, Eftpos processing, daily balancing, banking, and reconciliation, with a high level of accuracy and accountability.</li> <li>4. Experience using financial management software, with the ability to quickly learn and adapt to Council-specific systems. Demonstrated intermediate computer skills in Microsoft Word, Excel, databases, email, and internet applications.</li> <li>5. Well-developed numeracy and literacy skills, with proven ability to maintain accurate financial records, prepare reports, and manage data with a high level of attention to detail.</li> <li>6. Demonstrated ability to communicate clearly and professionally with internal and external stakeholders, including responding to customer enquiries regarding accounts and payments.</li> <li>7. Ability to work autonomously and as part of a team, prioritising workloads and meeting deadlines.</li> <li>8. Demonstrated ability to handle confidential and sensitive financial information with discretion, integrity, and professionalism.</li> </ol>