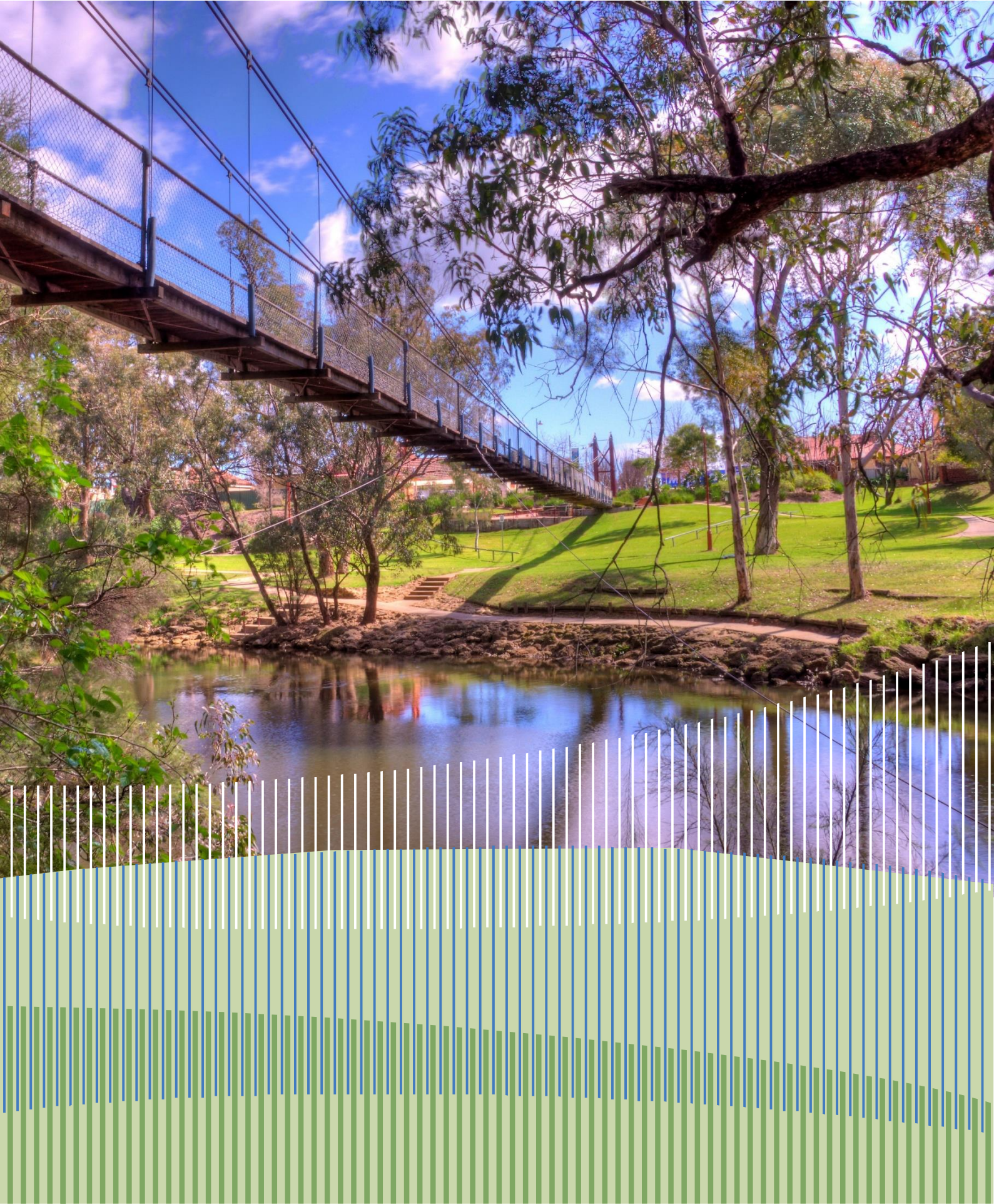


Employment Application Package Senior Finance Officer



Position Description

Senior Finance Officer

Directorate: Corporate Services

Tenure Full time

Level: EBA Level 6



Values

Shire of Murray staff are expected to embrace the following values, which underpin positive culture and guide strategic and operational decisions.

Our Values are REAL

Respect -

For our Community - Adopt and maintain a customer focus, serve the community with pride and passion, ensure decisions taken help businesses to thrive, protect our environment and improve quality of life.

For our Councillors - Take pride in serving councillors as the elected representatives of our community; ensure that a sound understanding of the community guides advice to Council.

For our Colleagues - Approach problems with a *we over me* mentality, collaborate and support each other to achieve organisational goals.

Excellence -

Be outcomes-focused and innovate, ensure continual learning and growth, build strong relationships, adopt a can-do attitude, be proactive, participatory and inclusive, listen to understand and empower, close the loop.

Accountable -

Care about your work, take pride in what you do, own your mistakes and let your learnings guide you to achieve better results and grow, be open and transparent.

Leadership -

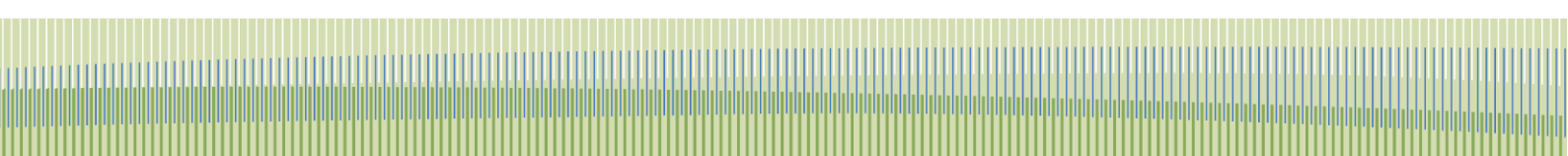
Be a steward of our community, your team and the organisation, create a positive working environment, take initiative, encourage continual improvement, be agile and adaptive.

Position Objectives

- To support the Manager Finance assisting with general finance functions and maintaining the Shire's revenue systems and procedures.
- Responsible for the accurate financial recording of all Shire expenses and revenue into the Shire's Financial Systems.

Key Duties/Responsibilities

General Revenue & Finance

- Maintain all customer accounts including the creation of new accounts.
 - Assist all departments with the management of their revenue generating systems in relation to the integration with the finance system.
 - Monitor unallocated payments and overpayments to customer accounts.
- 

Key Duties/Responsibilities continued...

cont...

- Prepare revenue invoices including:
 - Raise sales invoices as requested by Shire Staff;
 - Validate all sales invoice requests to ensure an accurate recording of revenue and timely collection of debt;
 - Process recurring invoices for property leases, shared resources and on costing of utilities and insurance.
- Receipt direct bank credits.
- Follow up unpaid invoices including issuing regular reminders, monthly statements and performing ongoing debt collection.
- Prepare and process journals.
- Assist with funding acquittals and liaise with external auditors to ensure internal control procedures are compliant with requirements.
- Assist with the management of grants.
- Manage the Loan and Lease schedules.
- Reconciliation of control accounts and preparation of month end reports.
- Assist in the preparation for, and during, external audits.
- Assist the accounts payable function when required.

Insurance

- Complete annual insurance renewal documentation;
- Review and update the Shire's insurance schedule as required;
- Process insurance claims.

Bank reconciliations

- Receipt all transactions through the bank into the Shire's accounting software.
- Preparation of bank reconciliations for the Municipal, trust and reserve accounts.

Systems Accounting

- Assist the Manager Finance in managing the Shire's accounting systems.
- Request IT support for the Shire's accounting software from software providers as required.

General duties

- Ensure end of month processes and requirements are completed as per timelines.
- Assist with finance projects as required.
- Provide support to the broader finance team as required.
- Undertake further duties as directed and as relevant to the position.

Organisational

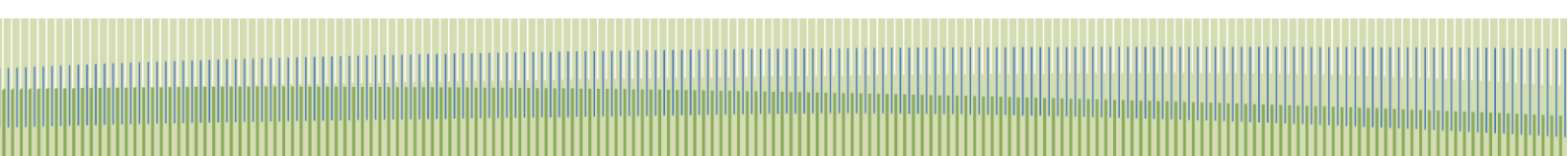
- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practises and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Actively embrace and display Shire of Murray values.
- Identify, assess and report strategic, operational and project risks.
- Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practises to ensure compliance with Industrial Awards, Work Health & Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.

Work Health and Safety

- Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.

Position competencies

Skills

- Sound interpersonal and customer service skills, with the ability to liaise with all levels of hierarchy.
 - Proven time management skills, with the ability to work under pressure.
 - Highly developed sense of initiative, with the ability to work autonomously with minimal supervision, and accept accountability and responsibility for own actions.
 - Demonstrated ability to work in and promote a team environment.
 - Highly developed office administration skills.
 - High level numeracy and accuracy skills.
 - Highly developed written and verbal communication skills.
 - Highly developed analytical and problem-solving skills.
 - Advanced level of computer literacy and proficiency.
 - Capacity to learn new skills and to quickly adapt to changes in instructions, procedures and technologies when required.
 - Ability to correctly interpret and comprehend the Local Government Act and associated legislation.
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Knowledge

- Demonstrated knowledge and understanding of the operations and obligations of Local Government practices and procedures.
- Sound knowledge of debt collection procedures.
- Good knowledge of customer service principles.
- Sound knowledge and experience in finance practices and procedures.
- Sound knowledge of reporting procedures.
- Sound knowledge of accounting software.
- Sound knowledge of relevant legislation.

Qualifications and Experience

- Accounting/administrative qualifications and/or considerable experience in a similar position.
- Experience in a similar position within Local Government or comparable organisation.

Organisational Relationships

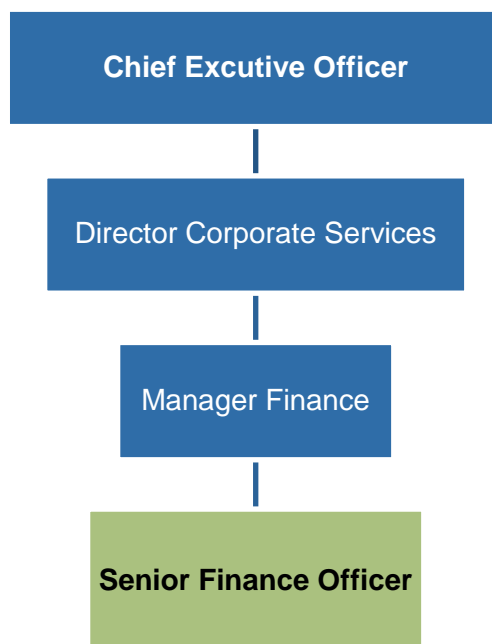
Reporting to: Manager Finance

Supervision of: Nil

Member of: Finance

Liaison with: Administration office staff, financial institutions, auditors, government agencies.

Organisation Chart



Work Related Requirements

Knowledge and Skills

- Highly developed interpersonal and customer service skills, with the ability to liaise with all levels of hierarchy. **Essential**
- Proven time management and organisational skills, with the ability to work under pressure whilst maintaining attention to detail. **Essential**
- Advanced level of computer literacy and proficiency including Microsoft's suite of applications. **Essential**
- Demonstrated ability to work in and promote a team environment. **Essential**
- High level numeracy and accuracy skills. **Essential**
- Working knowledge of Dynamics 365 Business Central software or similar accounting packages. **Desirable**
- Sound knowledge of relevant legislation. **Desirable**

Experience and Qualifications

- Demonstrated experience in a similar position within Local Government or like organisation. **Desirable**

Employment Conditions – Senior Finance Officer

Salary:	A salary range between \$78,294.98 to \$83,473.75 per annum will be offered.	
Agreement:	Shire of Murray (Administration Staff) EBA 2023	
Hours:	This is a full-time position working a minimum of 76 hours per fortnight.	
National Police Clearance:	Provision of a National Police Clearance not more than three months old will be required prior to commencement in this position.	
Supporting Documents:	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).	
Probationary Period:	A standard probationary period of six (6) months applies to all new appointments within the Shire. The probation period may be extended if necessary.	
Superannuation:	As per the current Superannuation Guarantee, plus additional superannuation based on personal contributions and as per the current Enterprise Bargaining Agreement.	
Annual Leave:	4 weeks leave with leave loading.	
Long Service Leave:	13 weeks of long service leave after 10 years of continuous Local Government service, transferable between all Local Government Authorities in Western Australia.	
Sick Leave:	As per the Local Government Officers' (WA) Interim Award 2021.	
Eligibility Requirements:	All applicants must be eligible to work in Australia.	
Benefits:	<ul style="list-style-type: none">• Free Gym membership• Study assistance	<ul style="list-style-type: none">• Health and Wellbeing program• Service recognition program
Closing Date:	8am Monday 11 March, 2024 In the interests of fairness and equity, late applications will not be accepted unless an agreement was made with Human Resources prior to the closing date.	

How to apply

These guidelines have been developed to assist you in preparing your application. Candidates who meet the criteria in the “Work Related Requirements” and who, from their applications appear competitive, will be interviewed. This decision will be based on information that you provide in your application which is relevant to the position.

Your application will include the following documentation:

Cover Letter:	Prepare a cover letter outlining your expression of interest and suitability for the role.
Resume and References:	An up-to-date resume listing your experience and qualifications. Please also include at least two work related references that may be contacted in support of your application.
Work Related Requirements:	<p>The best way to address the Work Related Requirements is by including them on a separate page in addition to your cover letter and resume.</p> <p>You should list each criteria and then clearly explain under each one how you meet it. Describe your skills, knowledge and experience and explain how they could be used in the position you are applying for.</p> <p>You may wish to use the STAR method to assist in addressing each of the requirements appropriately - Situation, Task, Action, and Result.</p> <p>Situation - Where and when did you carry out the task or solve the problem, or handle the issue in the workplace?</p> <p>Task - What was the specific task, problem or issue you were faced with? Who was involved? What was the nature and complexity of the task? What were the consequences if the task or issue was not handled effectively?</p> <p>Action - What positive action did you take that displayed one or more of the core values? This is the section in which you need to be particularly concise, ensuring you describe all the actions you took that led to the success in a particular situation.</p> <p>Result - What was the result or achievement reached from the situation described?</p> <p>Remember that you may be competing with many other applicants for this position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge,</p>
Submitting your application:	Submit your application to careers@murray.wa.gov.au . If you are unable to access email, applications will be accepted via post addressed to - Chief Executive Officer, PO Box 21, Pinjarra WA 6208.
Contact:	If you require more information, please contact Human Resources on (08) 9531 7704.