

POSITION DESCRIPTION



JOB OUTLINE

<p>POSITION TITLE</p> <p>Senior Finance Officer - Revenue</p>	<p>DIVISION/GROUP</p> <p>Corporate and Community Services / Accounting Section</p>	<p>DELEGATED AUTHORITY</p> <p>Nil</p>	<p>AUTHORISED BY</p> <p>Chief Executive Officer</p> <p>DATE: 5 June 2018</p>
<p>REPORTS TO</p> <p>Manager of Finance</p>	<p>POSITIONS REPORTING TO THIS ONE</p> <p>Nil</p>	<p>SPECIAL CONDITIONS</p> <p>) Nil.</p>	

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ROLE RESPONSIBILITIES	WHAT SUCCESS WILL LOOK LIKE (Broad)
<ul style="list-style-type: none">J Manage the Shire’s rating database/Rate Records on a day-to-day basis, ensuring that it balances to the valuation rolls and reconciles to the general ledger.J Carry out all rating functions in a timely manner, including the issuing of annual rates notices, overdue notices, instalment notices and interim rates notices.J Manage the Shire’s sundry (general) debtors subledger, including reconciliation to the general ledger.J Carry out all sundry debtors functions including the raising of debtors invoices as required, the issuing of monthly statements and overdue notices, production of monthly aged debtors trial balances.J Oversee receipting of all payments, ensuring that they are correctly allocated.J Monitor all overdue rates and sundry debts, referring them promptly to the Shire’s debt collection agency and regularly following-up, reporting apparently unrecoverable debts to the Deputy CEO.J Monitor the Shire’s bank accounts, and carry out bank reconciliations at least monthly.J Upload transaction batches for processing to the Shire’s bank as required and authorised.J Assist the Manager of Finance with the preparations of journals, as required.J Assist the Manager of Finance, other Shire managers, and the Shire’s Auditor with responses to queries relating to accounting transactions.J Ensure that proper records are kept in relation to rating, sundry debts and other accounting functions.J Carry out end-of-month and end-of-year processes as directed by the Manager of Finance in a timely manner.J Carry out other duties and responsibilities as directed by the Manager of Finance.J Other duties as directed.	<ul style="list-style-type: none">J The Shire’s rating database/Rate Records is maintained up-to-date.J Rate notices of all types are produced and issued in a timely manner.J Sundry debtor invoices are issued in a timely manner and are supported by sufficient documentation to establish the amount and validity of every debt.J All payments to the Shire are correctly receipted.J All overdue debts are promptly followed up with appropriate recovery action so that collections are maximised and bad debts and write-offs are minimised.J Where bad debts are written off by resolution of the Council, such write-offs are promptly and correctly processed.J Bank accounts are regularly monitored so that all transactions are identified.J Bank reconciliations are carried out at least monthly.J Irregularities are reported to senior management so that remedial interventions can be initiated where required.J End-of-month and end-of-year processes are promptly completed so as to facilitate the efficient and timely production of monthly financial reports and annual financial statements.J Shire management queries are answered, to assist the management team in the performance of their functions.J All accounting transactions are substantiated by proper documentation kept in accordance with the Shire’s Record Keeping Plan and records policies and practices.

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OBJECTIVES

-) To maximise Shire revenue by ensuring that all rates debts and contractual debts to the Shire are accurately and promptly invoiced.
-) To maximise Shire cash flows and minimise doubtful debts and bad debts by taking prompt collection action in respect of overdue debts.
-) To assist in keeping the Shire’s accounting system up-to-date by carrying out regular bank reconciliations, reconciliations between the rating database and the valuation rolls, and reconciliations between the subledgers for which the officer is responsible and the general ledger.
-) To upload batches of transactions to the Shire’s bank for processing, and to liaise with the Shire’s bank on documentation for matters such as changes to bank account signatories, the issue of bank tokens, issue of corporate credit cards and such like.
-) To assist the Manager of Finance as required, including (but not limited to) assisting in the preparation of journals, carrying out specified end-of-month and end-of-year processes, preparation of annual returns and/or the financial section of grant acquittal forms, and responding to queries in relation to accounting matters.
-) To ensure that proper records are kept in relation to those functions for which the officer is responsible.

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Employee

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Manager

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CEO

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KEY ACCOUNTABILITIES

Key Accountability	Weighting (%)	Key Performance Indicators/Standards/Targets	Measures
Performance	30%	<ul style="list-style-type: none">)] Rates database is kept up-to-date and rating functions such as the issue of rates notices are carried out in a timely manner.)] Sundry debtors invoices are issued as required, and statements/overdue notices are sent during the first week of each month.)] Bank reconciliations are carried out at least monthly.)] Subledgers are reconciled to the general ledger at least monthly.)] End-of-month processes are completed by 7th day of month following.)] End-of-year processes are completed with time specified by Manager of Finance.)] Prompt collection action is taken in respect of overdue debts. 	<ul style="list-style-type: none">)] Rating database reconciles to valuation rolls. Annual rates notices are prepared and sent within 10 days of adoption of the Annual Budget. Overdue notices are sent within 4 days of the due dates. Instalment notices are sent by the dates required by the instalment dates specified in the Annual Budget.)] Sundry debtor statements are sent during first week of each month.)] All reconciliations are accurate and complete as at end-of-month/end-of-year.)] EOM and EOY processes are completed on time.)] Overdue debts are minimised (eg. Sundry debts >60 days should be exceptional).
Teamwork	20%	<ul style="list-style-type: none">)] Work collaboratively with other Shire staff.)] Maintain a willingness to work with others in a productive and meaningful manner.)] Records are kept in accordance with the Shire's approved Record Keeping Plan and directives from the CEO. 	<ul style="list-style-type: none">)] Assessed via observations of your line manager and comments from your peers.)] Records relating to the functions for which the officer is responsible are kept as required and are able to be located and retrieved when required.

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KEY ACCOUNTABILITIES

Service Delivery	30%	<ul style="list-style-type: none"> J Managers are provided with the information that they need to perform their functions and make well-informed decisions. 	<ul style="list-style-type: none"> J DCEO receives monthly aged debtors trial balance, summary of payments made during previous month, and other reports as required. J Non-conformances with our procedures are promptly reported to the Deputy CEO or CEO.
Compliance	20%	<ul style="list-style-type: none"> J Ensure you operating in compliance with the Shire’s Occupational Safety & Health (OSH) policies and procedures. J Ensure compliance to the Shire’s Record Keeping Plan (RKP). J Ensure compliance to the Shire’s Code of Conduct and Corporate Values. J Ensure compliance to Shire Policies and CEO Directives. 	<ul style="list-style-type: none"> J Review actual income and expenditure to budget allocations. J OSH compliance. J RKP compliance. J Compliance to the Shire’s Code of Conduct and Corporate Values. J Compliance to Shire’s policy manual and CEO Directives.

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TECHNICAL /FUNCTIONAL REQUIREMENTS

(Selection Criteria)

QUALIFICATIONS/CERTIFICATES	TECHNICAL AND SPECIALIST SKILLS/ KNOWLEDGE/EXPERIENCE	CONTACTS/WORKING RELATIONSHIPS
<p>Required:</p> <ul style="list-style-type: none">) Relevant Experience.) Police Clearance.) Medical Certificate. <p>Desirable:</p> <ul style="list-style-type: none">) A qualification in bookkeeping or accounting. 	<p>Required:</p> <ul style="list-style-type: none">) Ability to follow directions and meet deadlines.) Ability to work in a team environment.) Well-developed interpersonal skills) Well-development computer skills, particularly MS-Excel and computerised accounting) Well-developed understanding of OSH principles and procedures.) Have a “Can do” attitude.) Knowledge of bookkeeping in a local government environment.) WA Driver Licence C. <p>Desirable:</p> <ul style="list-style-type: none">) Knowledge of indigenous culture. 	<ul style="list-style-type: none">) Shire Staff and Contractors) ANZ Bank (or such other bank as the Shire may select as its principal bank).) The Shire’s Debt Collection Agency.) Ratepayers) General Debtors) Government agencies

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BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCIES	REQUIRED (yes/no)	PRIORITY (H,M,L)	WEIGHTING
Conceptual Thinking – Considers how things fit together. Sees patterns or trends, makes the complex simple.	Y	M	
Acting Decisively - Takes action despite obstacles. Makes decisions quickly and in a crisis.	Y	M	5
Strategic Orientation – Understands, contributes to and aligns work/priorities to strategic business strategies.	Y	M	5
Focus on Improvement – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.	Y	H	5
Impact and Influence – Knows own impact and able to persuade others and build alliances.	Y	L	
Customer Service Orientation - Takes personal responsibility for customer satisfaction. Addresses customer needs.	Y	H	30
Leadership – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	M	5
Developing and Coaching Others – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M	5
Self-Management – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity.	Y	H	15
Teamwork and Co-operation – Co-operates and participates positively in the team. Values and encourages others input.	Y	H	20
Commercial Acumen - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	N		
Flexibility – Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	H	10