

Position Description

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| Position Title | Finance Officer |
| Directorate | Corporate Services |
| Business Unit/s | Finance Services |
| Reports to | Revenue Services Team Leader & Expenditure Services Team Leader |
| Classification | Inside Workforce Agreement Level 5 |

Organisational Overview

The City of Stirling is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

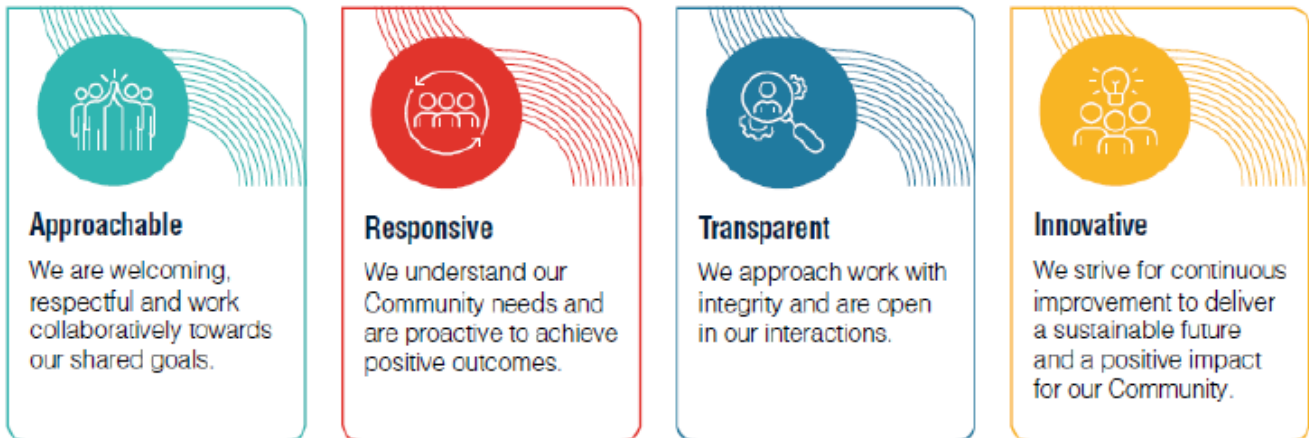
Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative



Reporting Relationships

This position reports to directly to either the Revenue Services Team Leader or the Expenditure Services Team leader dependent on roster.

Business Unit Objective

The Business Unit provides a range of financial services to the Council and City of Stirling Community. Those services include Rates Services, Accounts Receivable, Investment and Funds Control, Expenditure Processing, Budget Coordination, Management and Statutory Reporting and Purchasing and Contracts administration.

Position Overview

The position has responsibility for control and reconciliation of the City's out-centre financial returns, security bonds, deposits and the administration of verge bonds in conjunction with the Planning and Development Directorate.

It also contributes to the Finance Services Business Unit by providing an efficient payment service and also give advice and support to staff regarding all aspects of expenditure of the City's funds.

Position Objectives

Principal Duties

Revenue Services

- Receipt, journal and reconcile all returns from all out centres bringing them into the accounting system.
- Create new and refund bonds using various software's.
- Maintain, account for and complete monthly reconciliations for Bonds, Suspense account, Credit Cards and unclaimed monies.
- Liaise with the Bank to organise for new and dispose of EFTPOS machines and update /maintain spreadsheet accordingly.
- Reconcile and follow up unrepresented cheques including processing Stop cheques if required.
- Maintain register of Guarantees and coordinate issue of release letters in conjunction with relevant business units and stakeholders

- Check remittance advice received against receipts in the Finance system and follow up any variances.
- Download monthly merchant statements from online banking system and prepare journal for processing.
- Order and issue deposit books ensuring stock availability and maintain spreadsheet accordingly.
- Process and reconcile cash advances as necessary and cash floats annually.
- Extract credit card transactions and process to Technology1 to ensure always up to date by the time Accounts Payable ledger is rolled to allow for reporting to Council.

Expenditure Services

- Ensure all creditor invoices and credit notes are checked (including compliance with GST legislation and maximisation of discounts received), validated ensuring appropriate authorisations in line with the City's procedures and policies.
- Maintain public utilities system relating to all utilities and ensure correct processing and payment.
- Raise on charge requests for utilities to be billed to tenants and internal staff.
- Reconcile Supplier Statements to ensure any overdue invoices/credit notes are captured and processed.
- Extract and update Ampol transactions and process to Technology1 to ensure always up to date by the time Accounts Payable ledger is rolled to allow for reporting to Council.

Common duties

- Commit and actively participate in skills development and multi-skilling across processes within the Corporate Accounting section and other functions within the Business Unit
- All phone queries regarding revenue or expenditure to be answered in line with the City's policies and procedures.
- Monitor relevant common mailboxes and answer queries appropriately and in a timely manner with written correspondence prepared as required.
- Upskill to learn and perform role of Expenditure Services Team Leader and Revenue Services Team Leader on a rotational basis.
- Provide leave relief to Expenditure Services Team Leader and Revenue services Team leader as necessary.

Other responsibilities

Revenue Services

- Provide support, advise and train out-centre staff as well as other internal and external stakeholders on the accounting requirements of out-centres. If necessary, review out-centres procedural documentation, upon request and provides expert knowledge to assist in the accuracy and compliance with the City's Policies and Procedures.
- Liaise with out-centres, external cash couriers and banks in relation to collections and banking and manage the setup of new secured couriers.

Expenditure Services

- Assist in the provision of training for City staff on payment practices and payment systems.

Common duties

- Participate in process and system reviews with an objective of improving efficiency.
- Test system upgrades relevant to assigned duties.

- Act on assigned tasks via the City record keeping system (e.g., ECM) and Risk Management System (RMS).
- Order stationery for the Finance Services Business Unit
- Collect and distribute internal mail.
- Maintain and physically file records for the Corporate Accounting team.
- Assist with the archiving process for the section and work with the Information Management team in the allocation of archive boxes to offsite storage.
- Any other duties as assigned.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City’s Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City’s Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City’s Code of Conduct.
- Perform other duties as directed.

Selection Criteria

| Qualifications/Education Level | |
|---|-----------|
| ATAR levels in Maths and English | Essential |
| Certificate in Bookkeeping/Accounting from TAFE or equivalent experience. | Desirable |
| Knowledge, Skills, Experience & Abilities | |
| Knowledge in the use of computer application in the work environment | Essential |
| Sound knowledge of bookkeeping and accounting procedures, particularly in reconciliation of accounts | Essential |
| Aptitude for neat and accurate presentation of numerical work | Essential |
| Effective time management skills with the ability to meet deadlines, prioritise workload and achieve objectives | Essential |
| Ability to work independently, show initiative and work productively as part of a team | Essential |
| Excellent customer service skills | Essential |
| Excellent communication skills both oral and written | Essential |

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| Knowledge of Local Government procedures and practices | Desirable |
| Minimum three years of bookkeeping or accounting experience | Essential |
| Experience in the use of computerised accounting packages involving reconciliation work and reporting | Essential |
| Working knowledge of GST legislation | Essential |
| Knowledge of computerised payment systems (preferably Technology One) | Essential |
| Experience in cashiering procedures | Desirable |
| Other | |
| National Police Clearance (under 3 months). | Essential |
| Current Driver's Licence | |

Office use only

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| Position Creation Date | Date | Officer | |
| Last reviewed/Modified | Date | January 2024 | Officer Senior Corporate Accountant |