

POSITION DESCRIPTION

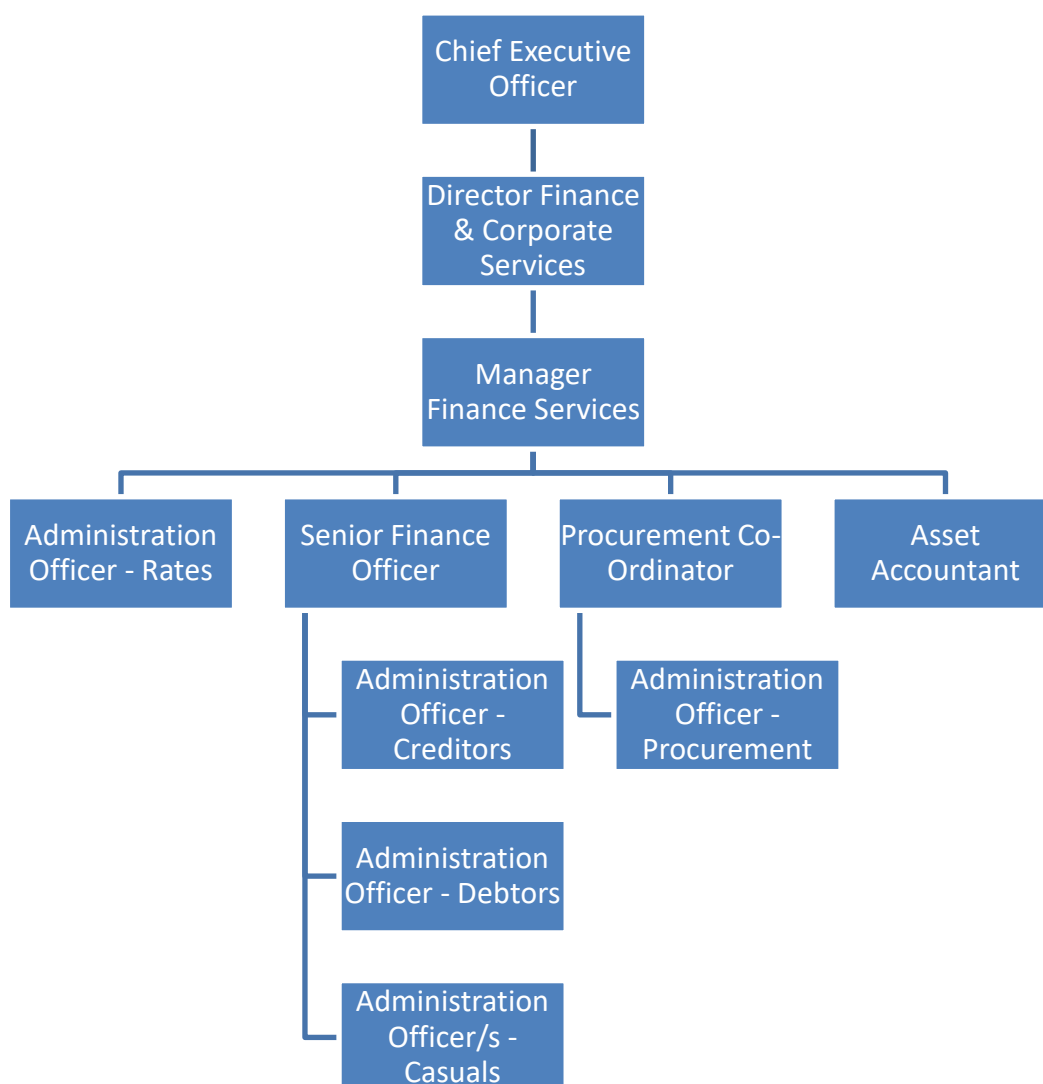
Administration Officer – Creditors

Position Title	Administration Officer – Creditors
Reports To	Senior Finance Officer
Principal Location	118 Victoria Street, St George
Employment Basis	Permanent – Full Time
Level	Level 2.1

PURPOSE OF THE POSITION

The Administration Officer - Creditors is responsible for providing administration and financial services including processing incoming creditors' accounts. This position may be required to provide relief for front counter reception and other administrative areas.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES



Our Customers

The customer is always right. We put the customer at the centre of everything we do. Always say “Thank you”. We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers’ expectations.

Our People

We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.

Our Reputation

Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment’s misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.

KEY CRITICAL PROCESS RESPONSIBILITIES

Accounts Payable Management & Compliance

EXTENT OF AUTHORITY / DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Manager Financial Services. This position has nil delegated authority in accordance with Council's Delegation Register.

KEY RESPONSIBILITIES

Accounts Payable

- Process daily accounts payable transactions to ensure that finances are maintained in an effective, timely and accurate manner including but not limited to:
 - receive and verify invoices and requisitions for goods and services
 - verify that transactions comply with financial policies and procedures
 - prepare batches of invoices for data entry
 - data entry of invoices for payment
 - prepare vendor cheques for mailing
 - manage EFT and cheque payments
- Maintain approved creditors in the finance system in accordance with council's policies and procedures
- Ensure that all documentation is appropriately maintained in preparation for annual audit
- Assist in providing information requested by Council's external auditors
- Prepare new credit card applications and maintain the register of credit cards
- Perform credit card reconciliations
- Perform other duties within your capabilities as directed

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Administration

- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Provide general administration support duties including relieving other Officers as required, responding promptly to telephone enquiries and conveying messages, and completing correspondence and reports as required
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Financial Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Financial Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with

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ratepayers and/or the public

- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Risk Management

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

INHERENT REQUIREMENTS

- High level of accuracy required
- Ability to use numeracy, and effective written and verbal communication skills
- Ability to produce professional standard documents within set timeframes
- Ability to work as part of a team
- Ability to resolve interpersonal conflict
- Ability to maintain confidentiality
- Ability to manage time, planning and organising own work effectively within set timeframes

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Minimum two (2) years' relevant experience, in similar positions
- Ability to interpret and apply policies, procedures and legislative requirements
- Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions
- Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality accurate outcomes
- Demonstrable high-level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services – Synergy Soft and Altus and MAGIQ would be an advantage
- Cert III or IV Local Government Administration or Financial Management would be an advantage
- Current C Class open drivers licence
- Criminal History Check will be required for this position

SELECTION CRITERIA

Essential

1. Proven experience in accounts payable and/or accounts receivable in a medium to large organisation.
2. Experience with financial management system including data entry and intermediate to advanced excel skills.
3. A detail-oriented person with excellent communication, literacy and numeracy skills.
4. Demonstrated ability to apply policies, procedures and internal controls.
5. Ability to prioritise and organise work schedule to meet required timeframes.

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6. Proven track record in excellent customer service.
 7. Current C Class open drivers licence.

Desirable

1. Cert III or IV Local Government Administration or Financial Management (or other relevant financial qualification)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Salary cash component – Level 2.1 \$57,664
- 5 weeks Annual Leave with 17.5% loading per annum.
- 12 days Sick Leave in the first year of employment and 15 days for each subsequent year.
- Weekend and after-hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Contributions at the rate of 6% (employee) & 12% (employer) are compulsory after 12 months employment.
- Any other terms and conditions may be negotiated with the successful applicant.

All employees are bound to act in accordance with the *Local Government Act 2009* and the provisions of the Council's Code of Conduct.

HOW TO APPLY

All applications **must** include –

- a completed Application for Employment Form – available from the Pay Office
- Cover letter
- Resume
- Responses to the selection criteria.

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George Qld

Post: PO Box 201, St George Qld 4487

Please quote Council reference – 1920-024

For further enquiries regarding this vacancy and associated selection process, please contact:

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Mrs Tracey Lee on 07 4620 8888

NOTE: All information submitted by an applicant for this role is subject to the *Right to Information Act 2009*. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Monday 27 January 2020