



MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

POSITION:	Finance Support Officer
EMPLOYMENT STATUS:	Full Time (Max-Term)
AWARD CLASSIFICATION:	Level 2 Queensland Local Government Industry (Stream A) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement
DEPARTMENT:	Corporate & Community Services
SECTION:	Finance

POSITION OBJECTIVE

The Finance Support Officer works under the general supervision of the Manager, Finance and Information Technology and supports the department's function in the daily operation of the Finance, Customer Service, Accounts Payable and Revenue sections within the scope of Council's policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager, Finance and Information Technology

Supervises: Nil

REQUIREMENTS OF THE POSITION

Skills, Knowledge and Experience

- A team approach and the ability to effectively operate in a multi-skilled unit where multi-tasking is often required is essential;
- Self-motivated with strong time management, problem solving and decision making abilities;
- A high level of negotiation skills is essential;
- A high level of confidentiality and ability to exercise discretion in a professional manner is essential;
- Well-developed interpersonal communication skills;
- Well-developed professional level customer service skills;
- Ability & willingness to gain knowledge and skills through on-the job training;
- Sound computing knowledge including Microsoft Suite of programs and ability to learn PCS Software is essential.
- Must be able to maintain professional standards in a fast paced work environment with multiple and competing priorities.
- A high level of customer service skills;
- An understanding of Local Government and the Local Government rating procedures and related sections of the Local Government Act 2009 would be advantageous;
- Experience with Local Government payroll processing is a distinct advantage;
- Experience in debtor and creditor processing is a distinct advantage;
- Experience in accounts receivable and/ or accounts payable would be viewed favourably;

Qualifications

- Currently undertaking relevant qualifications desirable;
- Current "C" class Driver's Licence;
- Must be willing to obtain a Categorisation Officers card within probationary period.

MOUNT ISA CITY COUNCIL
Finance Support Officer – Position Description

Training

- Must be willing to undertake and successfully complete training deemed essential for the position in accordance with Councils Training Matrix.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Support Corporate and Financial Services Department functions as required.
- Assist in maintaining the rates, debtor and payable functions;
- Maintain the bank reconciliation and petty cash system;
- Reconcile credit card on a monthly basis;
- Assist Finance Officers with monthly returns;
- Compilation of documents to support finance processing functions including but not limited to asset purchases & government claims;
- Provide assistance to & relieve all finance staff as required within skill set and capability.
- Assist with correspondence, mail outs, shredding & filing etc in the finance team;
- All assigned tasks to be completed professionally and on time;
- Completion of projects within agreed timeframes and budget;
- High level of participation and commitment to team and Corporate outcomes promoting best practice at all times;
- Consistently meets corporate obligations including meeting employee entitlement policies;
- Develops, promotes and complies with council policies and procedures;
- Minimal errors in finance processing;
- Other targets as outlined in a Performance Review are achieved;
- Ability to work effectively as a member of a multi skilled team, and to demonstrate a spirit of openness and cooperation toward other employees is evidenced:
- A customer focused, proactive approach; dealing with members of the public and Council's internal stakeholders in a timely, courteous and professional manner is evidenced.
- Assist the Finance team and undertake other duties as directed within capabilities and skills;
- Actively support and contribute to productivity and efficiency initiatives;
- Must portray a customer focused, proactive approach; dealing with members of the public and Council's internal stakeholders in a timely, courteous and professional manner;
- Maintain professional standards in a fast paced work environment with multiple and competing priorities.
- Provide administration and customer service duties for the Council;
- Recording and registering of all documents onto Council's Electronic Data Management System adhering to recordkeeping policies and procedures;
- Provide excellent customer service in both face-to-face situations and on the telephone;
- Ensure accurate and up to date information is provided to the public at all times;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.

Physical Requirements

- It is an inherent requirement of the position to be able to occasionally lift weights up to 5 kg;
- Sit continuously for extended periods of time;

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.

KEY PERFORMANCE INDICATORS

- Provision of professional advice in accordance with relevant legislation and recognised industry standards;
- All assigned tasks completed professionally and on time;
- Accountable for positive health and safety practices;
- High level of confidentiality maintained;
- High level of customer service evidenced;

MOUNT ISA CITY COUNCIL
Finance Support Officer – Position Description

- High level of participation and commitment to team outcomes;
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Promotes and complies with council policies and procedures;
- Other targets as outlined in a Performance Review are achieved;
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure;
- Required to undertake responsibilities of a categorisation officer pursuant to the *Local Government Act 2009*.

DELEGATION AUTHORITY AND ACCOUNTABILITY

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

GENERAL

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

MOUNT ISA CITY COUNCIL
Finance Support Officer – Position Description

SELECTION CRITERIA – Finance Support Officer

SELECTION CRITERIA		WEIGHTING (%)
SC1	Experience in a similar role	20%
SC2	Manage time, plan and organise work to meet deadlines	20%
SC3	Highly motivated with a positive attitude and well-developed interpersonal communication skills with a high level of customer service	20%
SC4	Sound computer literacy skills in Microsoft Suite of programs	20%
SC5	A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes.	20%

AUTHORISATION

Director: Chileya Luangala

Signature: _____

Date: ____ / ____ / ____

Date originated: 23 May 2011

Date reviewed: 23 November 2022

EMPLOYEE DECLARATION

I, the undersigned acknowledge receiving a copy of the Finance Support Officer Position Description:

Name: _____

Signature: _____

Date: ____ / ____ / ____