

Finance Officer

Position Outline

Position	Finance Officer
Work Location	23 West Street, Administration Building
Directorate	Corporate Services
Section	Finance
Reports to	Coordinator, Finance
Annual Salary Band	\$76,724.00 - \$80,834.00
Classification	Level 3, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

The Finance Officer works under the general supervision of the Manager, Finance and supports the finance function in the daily operation of the Finance, Payables and Revenue departments within the scope of Council's policies and procedures.

POSITION REQUIREMENTS

- Demonstrated skills in multiple finance functions e.g. payables, receivables, and rating.
- Demonstrated sound computer literacy skills in Microsoft Suite of programs, Authority Altitude & records management software.
- Demonstrated ability to manage time, plan and organise own work as well as work to set priorities.
- Demonstrated well-developed interpersonal communication skills with a high level of customer service.
- Demonstrated team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes.
- Current "C" class manual Driver's Licence or ability to obtain.
- Certificate IV in Business or equivalent experience or willing to undertake training

KEY RESPONSIBILITIES

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

- Provide business support to the Finance function.
- Maintain the register of insurance claims and cover in conjunction with the Manager.
- Represent Council in the QRA meetings, specifically in relation to the establishment of work order codes for QRA work.
- Assist in the maintenance of the general ledger for delegated cost centres.
- Daily bank reconciliation of the operating bank account and cash management.
- Periodic reconciliation of the trust account.
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.



KEY PERFORMANCE INDICATORS

- All assigned tasks completed professionally and on time.
- Accountable for positive health and safety practices.
- High level of confidentiality maintained.
- 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.
- High level of customer service evidenced.
- High level of participation and commitment to team outcomes is evidenced.
- Active support and contribution to productivity and efficiency initiatives is evidenced.
- Promotes and complies with council policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	23 May 2011
Review Date	28 May 2024
Contact	Aaron Motsi – Manager, Finance
Closing date	25 June 2024