



SHIRE OF PERENJORI

POSITION DESCRIPTION – FINANCE AND ADMINISTRATION OFFICER (Part-Time)

Position Title	Finance and Administration Officer
Classification of Position	Level 3 Full Time / Part Time negotiable
Award Agreement	Shire of Perenjori Enterprise Agreement 2019 (EA) supported by the Local Government Industry Award 2020
Direct Supervision	Nil
Reports To	Finance Manager
Department / Section	Corporate Services

1. POSITION SUMMARY

As the Finance and Administration Officer, you will be responsible for performing a wide range of finance and administrative duties in an accurate and timely manner. This includes the provision of procurement support, timecard entry and managing creditors.

Supporting the Finance Manager, you are required to meet deadlines, service delivery requirements and contribute to the continuous improvement of the financial and administration services department.

This position is a maximum of 16 hours per week.

2. KEY DUTIES / RESPONSIBILITIES

2.1 Procurement / Receipting

- 2.11 Coordinate the daily operations and activities of procurement and back-end receipting.
- 2.12 Maintain Purchase Orders and complete a monthly check on current PO statuses.
- 2.13 Complete daily back-end receipting.

2.2 Creditors

- 2.21 Matching of supplier invoices to purchase orders.
- 2.22 Submit invoices to responsible officer to ensure goods are received.

- 2.23 Submit creditor payments to the Managers for authorisation.
- 2.24 Ensure all supplier invoices are entered monthly and direct debits are set up to be processed.
- 2.25 Process recurring invoices and check invoices from other systems including loans, planning / building applications, payroll, rates.
- 2.26 Ensure payments are processed in correct posting month and reconcile cheques.

2.3 Payroll

- 2.31 Complete weekly timecard entries and liaise with Manager of Infrastructure and Team Leaders to ensure accuracy of Job numbers, cost centres and plant numbers.

2.4 Administrative

- 2.42 Assist to maintain the central records management system as per the requirements of Council's Record Keeping Plan.
- 2.43 Provide relief administration duties as required.
- 2.44 Provide support to other staff as and when required and during periods of leave etc.

2.5 General

- 2.51 Provide audit assistance and take corrective action to ensure integrity of financial information.
- 2.52 Complete monthly stock allocations for Fuel/Gravel.
- 2.53 Assist with end of month and new month cash receipting.
- 2.54 Any other duties as requested by Management.

3. GENERAL ACCOUNTABILITIES OF THE POSITION

- Work as a key team member of the Administration team to achieve the objectives of the role in an efficient and accurate manner.
- Undertake multiple transactional tasks within defined timeframes and in accordance with Council processes and procedures.
- Deliver quality customer service to internal and external stakeholders in a timely manner.
- Assist in maintaining the central records management system as per the requirements of Council's Record Keeping Plan.

4. SELECTION CRITERIA

Essential

- Well-developed analytical and problem-solving skills in accounting and financial management information systems.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated experience of financial principles and practices.
- Highly systematic and organised approach to work, with strong prioritisation and time management skills.

Desirable

- Prior experience working in Local Government.
- Knowledge of Synergy Soft.
- Formal qualification in Finance or Accounting.

5. ORGANISATIONAL CONTEXT

