

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Finance Officer

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Corporate Services	Level: 6
Reports to:	Accountant	
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Supports the financial operations of the Shire, including asset management, ATO returns, budget preparation, audit assistance, and maintaining the asset register. This position also assists in managing financial records and ensure compliance with relevant regulations, providing data and analysis for financial planning and insurance purposes.

3. Community strategic objectives



4. Our values

Teamwork - We are a united team who works together towards a common goal.

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

Respect - We are respectful of our history and work together to build our future.

5. Key duties and responsibilities

Key functions	Specific duties
Administration	• Prepare funding acquittals for all business units for submission to Manager Finance. • Managing all trust transactions and monthly reconciliation of Trust Ledger. • Assist with budget preparation. • Assist with projects as requested. • Assist with audit queries and work papers. • Supporting the Accountant and wider finance team. • Prepare and process general journals for allocation of costs to different job/plant numbers and GL accounts. • Reasonable duties commensurate with classification level.
Asset Management	• Maintain asset register for all fixed assets including bringing to account, disposals, sales and movement of assets on an ongoing monthly basis. • Monitor depreciation rates and maintain depreciation of all fixed assets in consultation with the Directorate and preparation of schedules for audit. • Assisting with the development and review of Asset Management Plans by providing timely and accurate asset information, trends, reports, data analysis and recommendations. • Deliver timely data for inclusion into Shire financial plans, budgets and statements. • Coordinate and ensure completion of the annual progressive physical audit of assets for the Shire, revaluation of fixed assets and investigate any discrepancies resulting from the audits and process any necessary adjustments in the asset register.

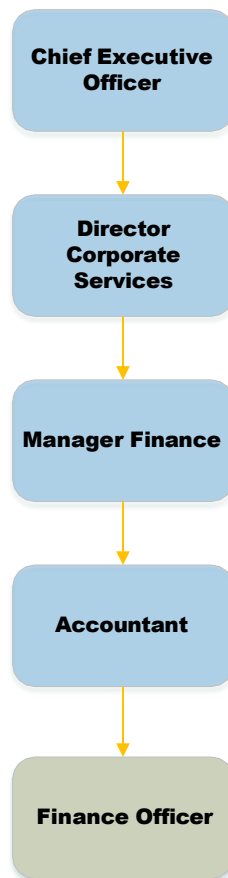
	• Provide assistance and specific advice to internal customers to ensure the accuracy of the asset register.
Document preparation	• Reconciliation of Business Activity Statements for the Australian Taxation Office. • Compilation and preparation of records for Fringe Benefits Tax return for the Australian Taxation Office. • Preparation and maintenance of Fees and Charges schedule.
Relief	• Provide efficient relief for the following designated officers whilst on leave. ○ Accountant ○ Coordinator Finance
Insurance	• Assist in the compilation of the Shire's schedule of assets as required to be provided to the Shire's insurer for premium calculation and cost apportionment purposes.
Fuel tax credits	• Calculate the fuel tax credit for lodgment as part of the BAS. • Maintain adequate documentation as required by the Australian Taxation Office in support of monthly fuel tax credit claim calculations. • Ensure relevant plant acquisitions and disposals are properly accounted for so that the Shire is correctly calculating fuel tax credits; in line with the prevailing rates as determined by the Australian Taxation Office.
Plant	• Balance the plant subsidiary ledger to control accounts monthly. • Review the plant charge-out rates on a quarterly basis.
Stock	• Maintain monthly reconciliation of Shire stock, including fuel issues and ensure accurate control including quarterly stock takes.
Other	• Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.

Organisational	• Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
----------------	---

6. Extent of authority

The position operates under the general direction of the Accountant, Manager Finance and Director Corporate Services within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.

7. Your team



8. Position selection criteria

Essential

1. Appropriate tertiary or diploma level qualifications in Finance or Accounting or experience in a similar role.
2. Demonstrated verbal and written skills and ability to follow instructions, procedures and policies as they apply to the position.
3. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
4. Ability to work as an effective team member and solve problems and conflict with others.
5. Highly developed analytical and numeracy skills.

Desirable

1. Previous Local Government experience in an asset/administration role.
2. Previous experience completing BAS and FBT returns.
3. Knowledge of the fuel tax credit system.