

POSITION DESCRIPTION



Position Title: Finance Officer	Position Number: FIN-13
Department: Finance	Accountable to: Financial Accountant - Income
Level and Step:	Salary Range:
Responsible for the supervision of: No direct/indirect supervisory responsibilities	

Primary purpose of the position	Responsible for the management of the Treasury function, ensuring that duties are carried out to meet the City's legislative obligations and according to the City's Policies.
Key accountabilities	<ol style="list-style-type: none"> 1. Ensure fortnight, month and year end processes are carried out in accordance with departmental deadlines; 2. Perform duties as required and be accountable in receipting and banking duties; 3. Manage the treasury mailboxes, and In-tray's ensuring timely responses to suppliers and internal customers; 4. Adhere to all deadlines set for relevant department and processes; 5. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others; 6. Other accountabilities and responsibilities as directed by the Financial Accountant - Income and/or Finance Manager.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work; 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor; 3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor; 4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards; 5. Apply knowledge and skills to ensure consistent quality outcomes, while maintaining strict confidentiality.
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Reconciliation of cash from all business units by working day 2 2. Completion of bank receipting for all City bank accounts by working day 5 3. Action and/or respond to incoming correspondence in mailboxes and in-trays within 2 business days 4. Complete additional monthly task list items allocated to you, by set deadline; 5. Assist in the reconciliation of supplier statements on a monthly/quarterly basis 6. Maintain accurate data entry minimal errors

Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Working knowledge of accounting and finance processes; 2. Obtained or working towards Certificate in Accounting/Finance or Business is desirable; 3. Sound analysis and problem solving skills with attention to detail and accuracy; 4. Working knowledge and practical experience in Finance functions; 5. Knowledge of policies, regulations and statutory requirements of Finance functions; 6. High level of keyboarding and computer skills with an intermediate to advanced knowledge of the Microsoft Word & Excel packages; 7. Excellent time management skills and the ability to meet deadlines; 8. Strong team player with proven ability to work autonomously with initiative; 9. High level of presentation, written and verbal communication and excellent interpersonal skills with an ability to liaise effectively with internal and external customers; 10. Demonstrated ability to handle private, confidential and sensitive information; 11. Current satisfactory National Police Clearance; 12. Current WA "C" Class driver's license.
City of Kalgoorlie-Boulder Values	<p>Support - We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.</p> <p>Respect - We will treat our team members and our community with mutual respect and understanding.</p> <p>Fun - We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.</p> <p>Recognise - We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.</p> <p>Connect - We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.</p>

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): _____ Employee Signature: _____ Date: _____

Position COA number/s 291058