



Finance Officer

Position Description

1 Title

- Finance Officer

2 Level and Award

- Level 5 – Local Government Industry Award 2020

3 Department – Section

- Finance and Administration Services

4 Location

- Administration Centre

5 Position Summary

- Support the efficient functions of the Finance and Administration Services of the Shire of Wickepin through the provision of payroll services, accounts payable, accounts receivable, rating services, customer services, and other general administrative support.

6 Key Duties and Responsibilities

6.1 Payroll Services

- Compile and maintain payroll information including the calculation of deductions and the accurate allocation of taxation and superannuation.
- Undertake payroll processing in accordance with legislative and council policy requirements.
- Interpret Award clauses and ensure clauses with regard to salary and wage payments are applied consistently.
- Prepare and reconcile Single Touch Payroll requirements.
- Prepare and reconcile accrued leave entitlements for financial and budgetary purposes.
- Administer and reconcile superannuation contributions.
- Investigate and implement improvements to payroll systems, and make recommendations regarding remuneration issues.
- Oversee the employee on-boarding process.

6.2 Accounts Payable

- Receive and process requests for purchasing, ensuring purchase is within budget limits.
- Accurately process invoices from creditors and other external organisations.
- Add and maintain creditor records, verify claims for payment, and process payments.
- Allocate account numbers and process creditor invoices in the creditors system.
- Prepare and process regular payment runs and balance the accounts payable ledger.
- Prepare reports for presentation to Council.
- Process and reconcile credit card statements and petty cash on a regular basis.

6.3 Accounts Receivable

- Accept and receipt monies.
- Process and control accounting data and documents relating to accounts payable.
- Ensure the preparation, invoicing and collection of accounts payable is undertaken in an accurate, timely, and efficient manner.
- Administer the debt recovery system for accounts payable.
- Prepare and process regular debtor runs and balance the accounts receivable ledger.
- Prepare reports for presentation to Council.
- Oversee the collection of accounts payable information regarding standpipe usage, council housing rent, and council housing power usage payments.

6.4 Rating Services

- Assist the Deputy Chief Executive Officer in maintaining and reconciling rates.
- Answer rating queries.
- Undertake the quarterly update of rates for interim rating purposes.
- File and maintain rates information for audit purposes.

6.5 Customer Services

- Assist in the provision of consistent, quality and efficient customer service to all customers (telephone, in-person, and electronic).
- Assist and direct general public enquiries and provide information, documents, and statutory forms.
- Assist with hiring Council facilities.
- Assist in the collection, receipt, and reconciliation of monies received at the front counter.

6.6 Other General Administrative Support

- Assist in the provision of Department of Transport licencing services.
- Any other duties as required.

7 Relationships

7.1 Reports To

- Deputy Chief Executive Officer

7.2 Direct Reports

- Nil

7.3 Internal Relationships

- Inside employees
- Outside workforce

7.4 External Relationships

- Community groups
- Ratepayers and residents
- Business organisations
- Government departments
- Other local governments

8 Extent of Authority

- Works under general supervision within established guidelines. Executes work allocated by other internal officers under their limited general direction.

9 Qualifications, Training and Experience

- No formal qualifications required.
- Extensive experience in a similar role is desired.
- Completion of high school certificate, vocational, or tertiary qualifications desirable.
- Current C class driver's licence.
- Recent police clearance.

10 Role Requirements

- Developed typing and word processing skills.
- Developed time management and organisational skills.
- Developed communication and public relations skills.
- Sound knowledge of the English language, including spelling, grammar and vocabulary.
- Sound numeracy knowledge.
- Developed knowledge of MS Suite applications (primarily Word and Excel).
- Working knowledge of local government, the local area, and the community.
- Operational knowledge of the ReadyTech SynergySoft Local Government Software System.
- Commitment to ongoing personal and professional development.

11 Additional Information

- 38-hour working week (8:30am to 5:00pm, Monday to Friday).
- ½ hour lunch break
- Monthly Rostered Day Off, which is to be taken in line with the established roster system.
- Irregular hours outside of normal work hours, paid as overtime, may occur.
- Completion and acknowledgement of required employee induction processes.

12 Agreement

- Employee Name [vacant]
- Employee Signature _____
- Chief Executive Officer David Burton
- Chief Executive Officer Signature _____

13 Review History

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|------------------|----------------------|-----------|
| • August 2018 | Reviewed and updated | M Hook |
| • September 2018 | Reviewed and updated | M Hook |
| • November 2021 | Reviewed and updated | E Clement |
| • December 2021 | Reviewed and updated | M Martin |
| • March 2023 | Reviewed and updated | N Cain |
| • October 2023 | Reviewed and updated | E Clement |
| • September 2025 | Reviewed and updated | E Clement |
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