Position Description

Position Title	**Finance Officer – Accounts Payable and Asset Accounting**
Department	Corporate, Community and Commercial Services
Award	Local Government Officers' (Western Australia) Award 2021
Level	negotiable based on qualifications and experience

Position Summary

The Finance Officer – Accounts Payable and Asset Accounting is responsible for processing supplier payments and maintaining the asset register at Shire of Menzies. By making sure suppliers are paid correctly and on time, purchasing rules are followed, and the Shire's property, plant, equipment and infrastructure assets are accurately recorded, the Finance Officer supports sound financial management and the Shire's accountability to its community.

The position reports to the Accounts Coordinator and complements the work of the other staff in the Corporate, Community and Commercial Services team, with a strong focus on accuracy, internal controls and meeting payment and month-end deadlines.

Key Duties and Responsibilities

Accounts Payable

- Check supplier invoices against purchase orders, delivery and authorisation, and enter them for payment
- Prepare creditor payment runs for authorisation and reconcile supplier statements
- Maintain the supplier master file, including verification of new suppliers and bank detail changes
- Reconcile the creditors control account, corporate credit cards and fuel cards monthly
- Prepare the monthly list of accounts paid for Council
- Report purchases made without a purchase order or outside the Purchasing Policy

Asset Accounting

- Maintain the asset register, including additions, capitalisation of completed works, disposals, transfers and depreciation
- Reconcile the asset register to the general ledger monthly and track capital work in progress
- Assist with revaluations, impairment checks, stocktakes and year-end asset working papers
- Maintain plant, vehicle licensing and insurance schedules

Audit, Budget and Month-End

- Assist with audit requests, budget information and month-end tasks
- Keep finance records in line with the State Records Act 2000 and the Shire's Recordkeeping Plan

Customer Service

- Provide relief for other finance positions and the front counter as required
- Communicate courteously and promptly with suppliers, contractors and staff

Other

- Comply with the Shire's Code of Conduct for Employees, policies, procedures, delegations and lawful directions
- Take reasonable care for your own health and safety and that of others, and report any injury, hazard, incident or illness to your supervisor immediately
- Use Shire funds, vehicles, plant, equipment and information responsibly and only for authorised purposes
- Carry out other duties as directed by the Accounts Coordinator that are relevant to the position and consistent with your skills, experience, qualifications and training

Key Reporting Relationships

Reporting to:
Accounts Coordinator

Other positions reporting into this position:
Nil

External relationships:
Suppliers and contractors
Auditors and valuers
Insurers and licensing authorities

Key Behavioural and Capability Indicators — Level - Intermediate

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role.

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

- **Act With Integrity** – Acts honestly, ethically and with discretion; follows the Code of Conduct, legislation and Shire policy; keeps financial and supplier information confidential; reports inappropriate behaviour, suspected fraud and conflicts of interest
- **Demonstrate Accountability** – Takes responsibility for own work and decisions within delegated authority; completes tasks accurately and on time; follows safe work practices; identifies and raises risks and weaknesses in controls
- **Finance** – Understands and applies financial processes and internal controls; uses public money responsibly; complies with financial delegations and the Purchasing Policy; checks transactions for accuracy, correct coding and GST treatment
- **Plan and Prioritise** – Plans and organises work to meet payment run, month-end and audit deadlines; adjusts to changing demands and priorities; monitors progress and raises delays early
- **Technology and Information** – Uses the Shire's business systems and Excel effectively; captures, protects and stores information and records in line with the Recordkeeping Plan
- **Work Collaboratively** – Builds respectful working relationships with staff, suppliers and auditors; shares information; cooperates across teams to resolve queries and get the job done

Selection Criteria

Knowledge and Experience

- Experience in accounts payable in a computerised accounting system
- Experience with, or understanding of, fixed asset registers and depreciation
- Understanding of GST and purchasing controls

Skills

- High level of accuracy and attention to detail
- Good Excel skills
- Ability to meet payment and month-end deadlines
- Courteous communication with suppliers and staff

Desirable

- Certificate IV in Accounting and Bookkeeping or similar
- Experience with SynergySoft

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role, including drug and alcohol screening
- Current WA 'C' driver's licence
- Full working rights

Name of current incumbent:	**Signature:**	**Date:**
Chief Executive Officer	**Signature:**	**Date:**
Anita Nathan (Anitha Varadaraj)		