



JOB OVERVIEW			
JOB TITLE	Senior Finance Officer		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Financial Services	LEVEL	7 - 8
DIRECT REPORTS	NIL	WORKING CONDITIONS	Based in Katherine Regional Office, remote travel may be required
REPORTS TO	Director Of Financial Services	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.
POSITION DETAILS			
JOB PURPOSE	The Senior Finance Officer will assist in ensuring the effective delivery of financial services associated with accounts payable, accounts receivable, rates, purchasing and procurement, cash receipting, and bank reconciliations, and in the provision of high level financial reporting as required.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide advice and guidance to the financial services team members on financial matters. 2. Liaise with the Grants Administrator to ensure effective administration of external funding agreements, and assist in the preparation of financial reports and grant acquittals as required. 3. Review of general ledger transactions, trial balance, income & expenditure statements, and balance sheet, including assistance with end of month and end of financial year tasks. 4. Assist in collection of data as required by the Interim and End of Year Financial Audit, and other Compliance Audits as required. 5. Report regularly to the Director of Financial Services and maintain oversight of functions including Accounts Payable, Accounts & Rates Receivable, Purchasing and Procurement, Cash Receipting, and Bank Reconciliations. 6. Check payment runs prepared as part of the Accounts Payable function, and submit for further approval by the Director of Financial Services. 7. Assist in the maintenance of assets registers and subsidiary ledgers, including the processing of depreciation schedules, and work with the Vehicle and Plant Coordinator in commissioning and disposing of assets in the Financial Assets Register. 8. Liaise with the Payroll Officer on matters associated with returned wages payments and superannuation. 9. Assist in the maintenance of the chart of accounts. 10. Reconcile Councillor Allowances and Councillor Travel Allowances on a monthly basis and provide that information to the Manager of Executive Services. 11. Provide ongoing analysis of system data integrity in the production of financial reports. 12. Monitor cash reserves and investments and update Director of Financial Services. 13. Maintain a safe working environment and ensure Work Health & Safety regulations are adhered to. 14. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed. 		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Tertiary qualification in finance or extensive experience is required. 		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated high level interpersonal, oral and written communication skills. 2. Demonstrated organisational skills, including the ability to work with minimal supervision, while performing tasks under pressure and to strict deadlines, and ensuring a high level of attention to detail is maintained. 3. Demonstrated ability to analyse and problem solve in a financial management context. 4. Demonstrated ability to provide high level of Integrity and Confidentiality. 		

	<ol style="list-style-type: none"> 5. Proven ability to participate as part of a team and to work co-operatively with council Executive, staff members and peers in achieving objectives. 6. High level knowledge and experience in the use of Microsoft software, particularly in the context of preparing financial reports, correspondence, and presentations. 7. Demonstrated experience in the use of accounting software. 8. Sound knowledge of the principles of Work Health & Safety. 9. Sound knowledge and understanding of the Local Government Act and Accounting Regulations.
<p>OTHER REQUIREMENTS</p>	<ol style="list-style-type: none"> 1. Criminal History Check (Recent within 3 months) 2. A current driver's licence.
<p>PHYSICAL REQUIREMENTS</p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p>
<p>APPROVED By Russell Anderson CHIEF EXECUTIVE OFFICER</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="371 622 639 808" style="text-align: center;">  </div> <div data-bbox="815 658 1002 790" style="background-color: black; color: white; padding: 5px; text-align: center;"> <p>DATE APPROVED</p> </div> <div data-bbox="1002 658 1535 790" style="text-align: center;"> <p>5/3/2021</p> </div> </div>