



VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect,
Equality,
Flexibility, Openness

JOB OVERVIEW

JOB TITLE	Finance Officer		
JOB LOCATION	Katherine Regional Office/Remote	WEEKLY HOURS	Casual – up to 38 hours per week
DIVISION / DEPARTMENT	Financial Services	SALARY	To be negotiated
DIRECT REPORTS		WORKING CONDITIONS	
REPORTS TO	Director of Financial Services	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021-2023.

POSITION DETAILS

JOB PURPOSE	The Finance Officer will assist with maintaining its TechOne and Xero accounting systems. This position will assist in Council's transition to a new cloud-based ERP system which encompasses Xero (accounting and payroll), ApprovalMax (financial delegations and procurement approvals platform) and Councilwise (property and rating).
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Set up of bank feeds. 2. Set up of supplier master file in Xero based on existing Council records in TechOne. 3. Set up of customer master file in Xero based on existing Council records in TechOne. 4. Updating fixed asset records in Xero based on acquisition and disposal transactions that had occurred during the year, and recording depreciation in accordance with depreciation rates adopted. 5. Set up relevant projects and programs based on existing Council records in TechOne. 6. Recording revenue and expenditure transactions. 7. Recording and allocating receipts and disbursements that have occurred. 8. Recording payroll journals based on what has been processed in TechOne. 9. Recording rates levied and payments received in line with what has been processed in TechOne. 10. Reconciling key general ledger balances each month, including bank accounts, receivables, rates, payables, fixed assets, employee provisions and lease liabilities. 11. Assist the Financial Services team with other tasks, as and when required, and as directed by the Director of Financial Services, such as debt collection.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. An accounting/bookkeeping background with at least 2 years' experience; 2. Proficient in the use of Xero; 3. Intermediate to Advanced proficiency in MS Excel; 4. Meticulous attention to detail; 5. The ability to identify and investigate problems and propose solutions that address the undesired consequence and root cause; 6. Strong time management skills and the ability to work under pressure; 7. The ability to communicate well, both verbally and in writing; 8. The ability to listen and respond to instruction; and 9. The ability to work constructively within a team environment. 10. Previous experience in data migration projects. (desirable)

OTHER REQUIREMENTS	1. A satisfactory criminal history check (within 3 months)		
PHYSICAL REQUIREMENTS	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 2021-2023.		
REVIEWED By Michael Haaren DIRECTOR OF Financial Services		DATE REVIEWED	13/09/2021
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	14/9/21