



Position	Finance Support Officer
Reports to	Finance Manager
Band/Level	Band 2 Level 1
Grade	Grade 5a, Steps 1 - 4
Date revised	June 2024

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Shire Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To support the finance team with administrative tasks, including assisting with Creditors, Debtors, and Payroll system functions. The role also involves providing customer service to both internal and external clients and performing general office related duties to ensure the smooth operation of Council's financial department.

Council Values

Council's values of honesty and integrity, mutual respect and reliance, equity and fair dealings, accountability for actions and community expectations under resource constraints guide the decisions, actions and conduct of all employees.


Abide by all legislation relevant to the position including, but not limited to Work Health & Safety Act, Equal Employment Opportunity, Anti-Discrimination Act, Privacy Act and Local Government Act.

Undertake all activities in accordance with Council's policies and procedures.

Ensure when using Council's plant, vehicles and equipment that they used are in accordance with the Motor Traffic Act, Council's Code of Practice for the Operation of Plant and Vehicles and relevant guidelines of the Workcover Authority and the Work Health & Safety Act.

Core Accountabilities

- Support the Finance Team with general administrative functions including; Creditors, Debtors, Payroll and other various Finance systems.
- Provide a high level of professional customer service to Council's internal & external clients, customers and Community.

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- Handle confidential correspondence in accordance with Council's procedures.
 - Responding to enquiries from staff and external customers in accordance with Council Policies and Procedures.
 - Support with the input of stores data into Council's Stores System and assist with stock-take requirements.
 - Assist with the Input of Plant Returns in to plant system.
 - Support the general upkeep of Council's accountable forms including, Order books, Contractors record books, Stores Issued sheets etc.
 - Assist with the End of Month reconciliation & financial reports.
 - Present a positive image of Council.
 - Any other duties assigned within the skills, knowledge, ability and experience of the incumbent.






Essential Criteria

- Certificate III in Accounting, Business, Administration or relevant work experience.
- Willingness to perform Payroll, Accounts Receivable and Accounts Payable functions.
- Demonstrate commitment to a high level of customer service, communication skills and demonstrated ability to communicate clearly and effectively with customers, suppliers, staff and personnel.
- Intermediate MS Excel, Word and Outlook applications skills.
- Demonstrated high Level of literacy, numeracy and data entry skills.
- Demonstrated ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands.
- Class 'C' driver licence.

Desirable Criteria

- Diploma qualification in Accounting or Business.
- Demonstrated Local Government experience in finance.
- Operation of financial system Civica (PRACTICAL PLUS) desirable.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Advanced
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Advanced

Date:

Agreed:

Employee Name

Employee Signature