

## FINANCE MANAGER

<b>Job Title:</b>	Finance Manager		
<b>Location:</b>	Belyuen, NT	<b>Travel Required:</b>	Minimal travel required
<b>Level/Salary Range:</b>	\$30.69 per hour	<b>Position Type:</b>	Permanent Part Time
<b>Supervisor</b>	Cathy Winsley	<b>Date Authorised:</b>	29 April 2020
<b>Job Description</b>			
<p><b>POSITION OBJECTIVE</b></p> <p>To perform a wide range of financial management, financial reporting and administration duties for the Council Administration and associated entities in an accurate and timely manner. To provide excellent support and advice to the organisation on financial and accounting matters.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Debtors and Creditors</p> <ul style="list-style-type: none"> <li>• Ensure the prompt matching of invoices to orders, verification of computations, verification of receipt of goods/ services and reconciliation to Statements</li> <li>• Liaise with staff and creditors for the prompt resolution of discrepancies and disputes</li> <li>• Process creditors invoice details in the creditors system</li> <li>• Process cheque run and payment of creditors</li> <li>• Prepare monthly purchase order reports as required.</li> <li>• Produce and dispatch sundry debtor invoices in a timely and accurate manner</li> <li>• Produce and dispatch sundry debtor statements on a monthly</li> <li>• Reconcile debtor aged trial balance to balance sheet</li> </ul> <p>Payroll</p> <ul style="list-style-type: none"> <li>• Maintain employee personnel files as to classification, rates of pay, leave entitlements (annual, sick, long service, time in lieu), deductions and superannuation.</li> <li>• Respond to employee enquires</li> <li>• Prepare and certify payroll in accordance with statutory requirements</li> <li>• Prepare and balance group certificates for signature by Authorised Officer</li> <li>• Ensure that authorised deductions are made from employees pay and that amounts deducted are remitted by the due date to payee.</li> <li>• Process workers compensation claims</li> </ul> <p>Rates</p> <ul style="list-style-type: none"> <li>• Maintain property maintenance (e.g. update new subdivisions and amalgamations).</li> <li>• Generate rates notices as required</li> </ul> <p>Reporting</p> <ul style="list-style-type: none"> <li>• Produce monthly financial reports for presentation to Council</li> <li>• Prepare financial management reports for Management as required</li> <li>• Prepare annual financial statements for submission to external auditor</li> <li>• Preparation of grant acquittals as required</li> </ul> <p>Support Community Store</p> <ul style="list-style-type: none"> <li>• Provide inventory and stock management support to store</li> <li>• Oversee financial management of the store</li> </ul> <p>General</p>			



- Provide a high level of customer service to internal and external customers of the Shire, including support of other Council businesses and services.
- Conduct regular review of policies and procedure to improvement to current procedures and systems to ensure that they are efficient and meet legislative and Auditor requirements.
- In accordance with work health and safety legislation, ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses.
- Other duties in accordance with your skills and experience.

#### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Chief Executive Officer  
Internal and External Liaison: Other staff and employees  
Creditors/Debtors  
Ratepayers  
General public

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

##### **Essential**

- Highly developed demonstrable knowledge of general accounting principles of creditors, debtors, payroll, accounting to trail balance, GST and FBT principals.
- At least 3 - 5 years' experience in a financial administration position utilizing computerized accounting software preferably MYOB or XERO
- Well-developed computer skills.
- Ability to effectively manage time and willingness to work as an integral part of a small team, with a keen desire to "get the job done properly, the first time".
- Hold a current "C" class Motor Driver's License.
- National Police clearance.

##### **Desirable**

- Local Government experience.
- Knowledge of MYOB or XERO considered an advantage.
- Diploma in Accounting.
- Experience working with ATSI peoples

#### **ADDITIONAL NOTES**

The position will be located at Belyuen Community. Flexible working arrangements can be negotiated.

Prior to commencing employment with the Council, you must submit the following:

- A completed criminal history check application with 100 points of ID
- A current Working with Children Clearance (Ochre Card) or provide an application receipt for an exemption to be approved by SAFE NT
- Be an Australian resident or provide a current, relevant visa to work in Australia

Employees of the Council are subject to the conditions specified in the Local Government Industry Award 2010.

Reviewed By:	Cathy Winsley	Date:	27 April 2020
Last Updated By:	Cathryn Hutton	Date/Time:	5 May 2020