

POSITION DESCRIPTION

Finance Officer

Version: 4.0 | Next Review: 2027



Position Title:	Finance Officer
Department:	Administration
Employment Agreement:	District Council of Tumby Bay Salaried Enterprise Agreement 2024-2027
Pay Classification:	Level 3 or 4 (dependent on qualifications, skills and experience)
Responsible to:	General Manager Corporate Services

Position Requirements & Description	
ROLE OBJECTIVE	The Finance Officer - Accounts provides financial support to the General Manager Corporate Services, to ensure Council meets its financial, accounting and reporting requirements.
Authority & Accountability:	Responsible for completion of regularly occurring tasks of a moderately complex nature on a cyclic process (daily, monthly, quarterly etc.). Works under established practices and procedures. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels.
Judgement & Problem Solving:	Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures. Guidance is available from more senior staff.
Specialist Knowledge & Skills:	Application of developed skills and knowledge acquired through on-the-job training or accredited external training over a number of months. Position may require demonstrated competence in administrative areas.
Management Skills:	Not required at this level.
Interpersonal Skills:	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.
Qualifications & Experience:	Qualifications or relevant experience in accordance with the requirements of work at this level, with a thorough knowledge of work activities and procedural and operational methods of administration support and customer service. This may be acquired through accredited training i.e. minimum Certificate III or on-the-job training.

Job Requirements:	Essential: • Demonstrated high measure of confidentiality and professionalism. • Experience in a broad range of administrative support activities and customer service. • Proven ability to use initiative and resolve problems. • Proven communication and interpersonal skills for liaising effectively with staff, customers and external bodies. • Demonstrated ability to operate as an effective team member. • High level organisational skills and the ability to balance priorities and conflicting deadlines. • Computing skills and competent in the use of the Microsoft suite of applications in particular Word, Excel and Outlook. • Willingness to be respectful and work cooperatively with team members and other staff. • Willingness to adhere to policies and procedures. • Willingness to be flexible and adaptable and have high attention to detail. • Proven ability and willingness to respond positively to change. • Demonstrated ability to be sensitive and responsive to local needs and areas of concern including those relating to cultural, social and environmental matters. • Current Driver's Licence. Desirable: • Previous work experience in a similar role in Local Government or private sector. • Knowledge of the Local Government Act 1999 • Knowledge and understanding of Council departments, policies, procedures and legislation requirements. • Provision of quality customer service. • Cash handling experience, numeracy and verification skills.
Duties & Responsibilities:	Financial Management <i>Accounts Payable</i> • Maintain Creditor records and systems, ensuring creditor details and EFT details are correct. • Process invoices accurately and promptly. • Ensure Creditors Trial Balance is reconciled to the General Ledger at the end of every month. • Review Creditors Audit Trail monthly, and report any issues to the GMCS. • Produce and lodge a TPAR report at the end of the financial year. • Respond to any enquiries received. <i>Accounts Receivable</i> • Maintain Debtor records and systems, ensuring accounts, bank codes and charge codes are up to date and correct. • Process debtor invoices accurately and promptly. • Send monthly statements to debtors in a timely manner.

- Ensure Debtors Aged Trial Balance is reconciled to the General Ledger at the end of every month.
- Review Debtors Audit Trail monthly, and report any issues to the GMCS.
- Review outstanding debtors monthly and prepare outstanding debt letters.
- Reconcile council property hired with fees charged.
- Respond to any enquiries received.

Bank Reconciliation

- Process and receipt rates payments made by BPAY, eService and direct credits to the bank statement.
- Complete the bank reconciliation in an accurate and timely manner.

Credit Card Reconciliations

- Reconcile various officer's credit card statements monthly.
- Process credit card transactions in authority.

Finance

- Prepare and lodge monthly BAS Returns .
- Perform end of month reconciliations as per internal controls.
- Assist with the compilation of data for the Council's FBT Return.
- Back up for Payroll and Rates & Property, when required.
- Provide assistance to Finance Officer and GMCS when required.

Customer Service

- Provide advice and information in response to both telephone and front counter enquiries related to Council services, the Council district, infrastructure and public facilities.
- Receive and attend to customer complaints, prepare customer requests and transfer to appropriate officer.
- Receive and process over the counter payments (e.g. rates) and payments received via mail and telephone.
- Reconcile front counter till with end of day receipting reports each morning including EFTPOS transactions.
- Present a positive and professional image of Council at all times.
- Respond to customer enquiries in a courteous, respectful and polite manner.
- Answer basic rates enquiries and refer all other rates enquiries to the Finance Officer – Payroll & Rates.
- Maintain confidentiality regarding all issues relating to the organisation, Customers and fellow colleagues.
- Treat all customers with respect and equality whilst being responsive to their needs

	General Administration Duties • Responsible for coordinating DCTB calendar bookings. • Provide assistance to customers with the DACO system and payments. • Maintain registers - Boat Ramp, Fire Permit, Fees & Charges etc. • Administer cemetery bookings, maintain plans and registers. Ensure website updated in a timely manner. • Assist customers with the Book Easy Campsite System. • Provide assistance with Council Meetings, when required. • Other general administration duties, as directed.			
General:	• Work cooperatively as a member of the Council team. • Participate in team meetings and other work related meetings. • Develop and maintain productive relationships both within the work group and other organisational teams of Council. • Project the image of Council as one of courtesy and cooperation. • Be conscientious in the performance of responsibilities and duties, and scrupulous in the use of official or confidential information, equipment and facilities. • Ensure all Council records are maintained in compliance with the State Records Act, Local Government Act and other relevant legislation. • All employees are bound to act in accordance with the Local Government Act 1999 and provisions of the Mandatory Employee code of Conduct. • Other duties as directed by Manager or Executive as required.			
Continuous Improvement:	Contribute to a continuous improvement culture focussed on: • Developing standard processes. • Eliminating waste and duplication. • Improvement and identifying and embracing new ways of doing things. • Open communication within the Team and across the organisation. • Resolving differences respectfully. • Sharing knowledge.			
WHS & Risk Management:	Provide a safe working environment for self and employees by: • Participating in the development and implementation of Workplace Health and Safety policies, systems and processes in the workplace. • Ensuring established Workplace Health and Safety policies, systems and processes are implemented and complied with. • Co-operating and consulting with other leaders and colleagues in the promotion of Workplace Health and Safety matters across the whole of Council Operations. • Complying with safe working methods to maintain safe working conditions and avoid adverse effects on the health and safety of other employees. • Complying with any reasonable direction or instruction aimed at protecting the Workplace Health and Safety of all employees.			

Reviewed by:	Meisha Quinn	General Manager Corporate Services	Date:	7 October 2026
Approved by:	Luke Moane	Chief Executive Officer	Date:	7 October 2026