



JOB TITLE	FINANCE COORDINATOR		
JOB STATUS	Part-time Contract	RATE	LG Award 2020 Level 10 - 15hrs/wk
REPORTS TO	Chief Executive Officer	DATE	April 2024

JOB DESCRIPTION

Purpose of Role Provide financial guidance and support to the Council and to effectively undertake duties assigned within the Financial Services program and assist in meeting the various targets/milestones as required to meet financial reporting deadlines.

Position Details This position is for an initial contracted period of 1 year, with an option to extend. This job description will be included as a schedule to the contract.

Key Relationships

- Council Chief Executive Officer (CEO)
- Council Officer Manager

Key Duties and Responsibilities Ensure Wagait Shire Council consistently provides responsive financial transactional management and financial reporting by:

- Assisting in the preparation and finalization of various financial returns and reports.
- Assisting in the preparation and finalization of Annual Financial Statements.
- Assist in the annual budgeting process including the preparation of budget estimates, tracking financial performance including reporting and analysis of quarterly budget reviews.
- Manage Council's Corporate Credit Card system.
- Manage and maintain Council's investment portfolio and daily cash flows.
- Manage Council's financial statutory obligations including preparation and lodgment for Australian Taxation Office and Local Government reporting as related to financial functions.
- Provide guidance and support to Council's Office Manager in regard to financial processes to ensure individual and team objectives are met and financial information is accurate and secure.
- Analyse data, identify trends and provide insights to assist in identifying process improvement opportunities and to support strategic decision-making.
- Maintain general ledger and perform required reconciliations.

- Assist in maintaining Council's Asset systems for financial purposes.
- Collaborate with stakeholders to ensure the integrity, accuracy, and timeliness of financial information. Build and maintain relationships with external stakeholders, including auditors, regulatory agencies, and vendors.
- Receive and respond to correspondence from Council Office Manager and CEO about financial records and instructions.
- Maintain accounting of Council day-to-day finances in Xero.
- Confirm and resolve journals as required.
- Coordinate and manage grant revenue and financial reporting as required.
- Prepare monthly financial reports for council meetings in accordance with Local Government Regulations 2021 s4-11
- Attend the Council office workplace at a regular time at least one day per week during the work-week.
- Meet all Work Health and Safety requirements and ensure appropriate safety and health practices are followed for self and others.
- Meet confidentiality and privacy requirements under the Local Government Act 2019 and Council Code of Conduct (P05).

Service Responsibilities

- Provide an enthusiastic and positive high level of service.
- Perform work in a safe and healthy manner and abide by Council and legislative safe work practices and procedures, safety management practices, including compliance with NT CHO directions.
- Ensure accountability and responsibility for Council's resources including best value for dollar and care for Council equipment.
- Ensure you abide by Council's policies, procedures and practices.
- Identify and implement with approval, any opportunity for improvement to systems, processes and work practices.

Occupational Health & Safety

- Take reasonable care of your own health and safety.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation.

Other Duties

As this is a contracted position, other duties arising will be negotiated on a case-by-case basis and if supported, will be itemised as an addendum to the contract.

JOB REQUIREMENTS

Qualifications

- Relevant certifications including financial management, bookkeeping and accounting related training.

Experience

- Demonstrate experience in accounts payable, accounts receivable, payroll and financial management.
- Demonstrated experience in the use of all Microsoft Office Professional Applications
- Demonstrated experience in managing cash flow and performing bank reconciliations.
- Demonstrated experience in general reconciliations.
- Experience in financial management of Local Government.
- Experience regarding Local Government regulations and processes.
- Experience in preparation of Council documents and record-keeping.
- Experience with Xero cloud-based accounting & reporting systems.

Knowledge

- Demonstrate good understanding of Australian Fair Work principles including Equal Employment Opportunity, Occupational Health and Safety, Cultural Diversity principles.
- Demonstrate understanding of Local Government regulations and legislative responsibilities.
- Understand confidentiality, apprehended bias and conflict of interest when dealing with information and sensitive issues.
- Good knowledge of and commitment to safe working practices.

Skills & competencies

- Communication: highly developed interpersonal skills in speaking and written skills when communicating with others.
- Attention to detail: excellent attention to detail, highly organized and able to focus in a busy work environment.
- Teamwork: commitment to work as a team member as well as work independently, willingness to assist and support others as required and get on with team members.
- Time management/organisation: demonstrated ability to set priorities, accomplish objectives effectively within time frame given and carry out duties in an efficient and timely manner.

Personal attributes

- Professional, confident and positive approach
- Ability to work under pressure
- Flexibility and adaptability
- Organised with excellent attention to detail
- Physical fitness

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Signed by You

Signature

Date

Signed by Supervisor

Signature

Date
