



1. **TITLE:** FINANCE OFFICER
2. **CLASSIFICATION:** BROAD BAND 3
3. **DEPARTMENT:** BUSINESS SERVICES
4. **POSITION OBJECTIVES:**

**Objectives of Position:**

- 4.1. To ensure that employees and external suppliers are paid on time and in accordance with applicable employment conditions, supplier credit terms and policy requirements of the Corporation;
- 4.2. Ensuring all payments are correctly recorded and stored in accordance with applicable privacy and records management legislation;
- 4.3. To ensure all payments to employees and suppliers are reconciled with financial records;
- 4.4. To carry out financial accounting functions in accordance with the Corporations policies and procedures;
- 4.5. To collect accurate documentation to support statutory obligations for FBT, GST, Payroll Tax, and Superannuation Guarantee;
- 4.6. To ensure employees have access to accurate and up to date information on their employment entitlement; and
- 4.7. Provide financial administration support to the Finance Manager.

**Within the Corporation:**

- 4.8. Provide general advice and support in relation to Westernport Water supplier payment system and cost allocations;
- 4.9. Provide supplier payments;
- 4.10. Provide specialist knowledge in relation to payroll processing relating to the implementation of the Corporation's Enterprise Agreement and/or employment conditions; and
- 4.11. To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part in such cross functional business projects;

## **5. KEY RESPONSIBILITIES:**

### **5.1. Accounts Payable**

- 5.1.1. Process supplier invoices and contract payment certificates in accordance with credit terms, to ensure all trade discounts are applied and payments are made by due date;
- 5.1.2. Verification of financial delegations, general ledger/cost centre/activity and projects costing, GST treatment and FBT implications;
- 5.1.3. Monitor and manage supplier statements to ensure all invoices are accounted for;
- 5.1.4. Produce weekly payments (cheques and EFT) as well as individual prompt payment requests;
- 5.1.5. Resolve creditors queries on a timely basis; and
- 5.1.6. Maintain and reconcile petty cash advances on a weekly basis.

### **5.2. Payroll**

- 5.2.1. Ensure all timesheets are correctly completed in relation to allocation of hours, allowances, and employee costings;
- 5.2.2. Maintain employee personal details in payroll system and ensure all details are filed in accordance with privacy and records management legislation and Corporation's policies;
- 5.2.3. Process all employee payments on a fortnightly basis in accordance with conditions specified in employment contracts and agreements;
- 5.2.4. Maintain audit trail of all approved payroll changes;
- 5.2.5. Reconcile all payroll entitlements for payment and inclusion into management reports;
- 5.2.6. Provide data and reconciliation report for all management and regulatory reporting requirements; and
- 5.2.7. Provide support and advice in relation to payroll processing and costings to all staff, including employee benefits and entitlements reporting in accordance with the Corporations Enterprise Agreement and employment conditions.

### **5.3. General Financial Accounting**

- 5.3.1. Assist the Finance Manager with statutory and other reporting requirements, including BAS, PAYG, FBT, WorkCover, Payroll Tax, Superannuation Guarantee and other Australian Bureau of Statistics (ABS) surveys.
- 5.3.2. Reconcile all payroll and super accounts on a timely basis;
- 5.3.3. Other financial administration duties as required to assist and support the Business Services department.

**6. ORGANISATIONAL RELATIONSHIPS:**

- 6.1. Responsible to the Finance Manager
- 6.2. Work as an integral part of the Business Services Team.
- 6.3. Provide support and advice to other employees as required.

**7. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- 7.1. Accountable to the Finance Manager for undertaking assigned tasks and duties;
- 7.2. The extent of authority for this position is subject to regulations, policies, procedures and standards, the contents of this position description and assigned tasks under regular supervision;
- 7.3. This position does not have a financial delegation;
- 7.4. May be required to provide specialist advice to internal staff relating to the application and treatment of GST; and payroll specific processing issues.

**8. JUDGEMENT & DECISION MAKING:**

- 8.1. This position will be involved in solving problems using procedures, guidelines and relevant specialist knowledge acquired through experience;
- 8.2. Advice and guidance would usually be available from within the Corporation;
- 8.3. This role will have access to documentation relating to the Corporation its assets and customer, therefore total confidentiality must be maintained at all times;
- 8.4. A high degree of integrity and confidentiality must be maintained in the performance of this role.

**9. SPECIALIST KNOWLEDGE AND SKILLS:**

- 9.1. Knowledge of accounting principles;
- 9.2. Demonstrated skills using computerised accounting systems for payroll, creditors and sundry debtors;
- 9.3. Proficient data entry skills with high degree of attention to detail;
- 9.4. Knowledge and interpretation of GST and FBT legislation;
- 9.5. Ability to accurately interpret regulations (i.e. award and/or enterprise agreements, employment contracts). Requires an understanding of underlying instructions as distinct from method.

## **10. MANAGEMENT SKILLS:**

- 10.1. Ability to manage your own time, set priorities, plan and organise one's own work so as to achieve objectives within a set timetable;
- 10.2. An understanding and ability to implement basic personnel policies and practise including those related to equal employment opportunity, occupational health and safety and employees training and development
- 10.3. A self-motivated person with the ability to work independently and under regular supervision and use initiative within established guidelines.
- 10.4. The ability to systematically approach a number of varied tasks simultaneously and meet deadlines.

## **11. INTERPERSONAL SKILLS:**

- 11.1. Ability to gain co-operation and assistance from suppliers and staff in a multi-disciplinary work environment;
- 11.2. Good written and verbal communication skills
- 11.3. The ability to determine priorities, work within deadlines, discuss and resolve issues with supervisors and fellow employees are essential to the position.

## **12. QUALIFICATIONS AND EXPERIENCE:**

### **Essential:**

- 12.1. Demonstrated experience and skills in financial functions of accounts payable and payroll functions;
- 12.2. Proficient data entry skills with high degree of attention to detail;
- 12.3. Demonstrated experience in using computerised accounting software packages;
- 12.4. Demonstrated experience in the use of Microsoft packages such as Word and Excel;
- 12.5. Minimum three years experience in financial administration role, or similar experience.

### **Desirable**

- 12.6. Qualifications or specialist training in accounting/bookkeeping.

## **13. TRAINING:**

- 13.1. Internal training is provided in the use and operation of the Corporation's computer systems, clerical and administrative practices and procedures;
- 13.2. External training through various providers is also available. However the extent of training is within budget constraints.

#### **14. KEY SELECTION CRITERIA:**

- 14.1. Previous experience in processing payroll and interpreting awards;
- 14.2. Demonstrated experience in the use of financial packages including bank reconciliation modules;
- 14.3. Proficient data entry skills with high degree of attention to detail;
- 14.4. Sound communication and interpersonal skills;
- 14.5. Ability to work as part of a team;
- 14.6. Understanding and application of confidentiality in relation to the work undertaken
- 14.7. Experience with calculation and lodgement of BAS, FBT, Superannuation Guarantee Levy, Payroll tax and ABS returns highly desirable.
- 14.8. Reconcile all payroll and super accounts on a timely basis;
- 14.9. Other financial administration duties as required
- 14.10. .
- 14.11. Number of invoices processed and payments made each month.
- 14.12. The number of debtor arrangements in place and adhered to.
- 14.13. Clear audit report on finance functions.

#### **15. STANDARD CLAUSES:**

- 15.1. To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- 15.2. To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation's policies, and processes in relation to Health, Safety and Environment. Also to draw to the attention of my manager/supervisor or Health, Safety and Environment representative any hazards which present a risk.
- 15.3. To be aware of and follow Westernport Waters policy on managing risk and within my delegated authority reduce, remove or minimise such risk or report potential hazards/risks (and possible solutions) to the relevant manager/supervisor or Health, Safety and Environment representative.
- 15.4. To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects.

- 15.5. To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392.
- 15.6. To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water's Environmental Management System to assist the Corporation manage its environmental impact.

Approved by: \_\_\_\_\_ *Russell* \_\_\_\_\_ Date: 14/2/2014  
Benita Russell  
Acting General Manager Employee and Customer Relations