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###### POSITION DESCRIPTION

1. **TITLE**

Works Administration / Finance Officer

1. **CLASSIFICATION**

Level 3 Local Government Industry Award 2020

Level 3 Local Government Officers' (Western Australia) Award 2021

1. **SECTION**

Administration

1. **POSITION OBJECTIVES**
   1. **Overall**

To assist and support the Shire’s works operations through finance, administration and communications tasks.

* 1. **Works**

Ensure administrative, clerical, finance, payroll input, and other designated works related administrative tasks are carried out efficiently and professionally.

Liaise and support Shire Contractors logistically and administratively in the conduct of the operations.

Assist in the delivery of various maintenance and operations works in and around the Murchison Settlement.

* 1. **Administration**

Ensure administrative, finance, payroll, creditor and debtor functions and other designated tasks are carried out efficiently and professionally.

Provide day to day accounting, clerical and finance support to other officers.

* 1. **Other**

Provide support and work as an integral part of the office and works administration teams and roadhouse staff.

Provide a helpful, efficient and courteous service to other staff and contractors, ever conscious of creating a “team spirit” ethos.

1. **REQUIREMENTS OF POSITION**
   1. **Skills**
      1. Developed time management and organisational skills
      2. Developed verbal and written communication skills
      3. Developed public relations and interpersonal skills
      4. Proven ability to work under pressure
      5. Developed problem solving, negotiation and conflict resolution skills
   2. **Knowledge**
      1. Working knowledge of information technology including computer systems and SynergySoft software operations
      2. Working knowledge of local government practices
      3. Basic understanding of occupational health and safety principles
      4. Sound knowledge of accounting processes
      5. Working knowledge of Microsoft Office suite of programs including Word, Excel and Outlook
   3. **Experience**
      1. At least three years experience in a financial/accounting or works administration role .
   4. **Qualifications and/or training**
      1. Certificate level qualifications in accounting or finance
      2. A current ‘C’ Class Drivers’ Licence.
2. **KEY DUTIES AND RESPONSIBILITIES**
   1. **Works**
      1. Assist the Chief Executive Officer, and Works Manager in the development and implementation works related policies and procedures
      2. Coordinate and arrange implementation of Occupationally Health and Safety and Risk Management programs and actions
      3. Undertake the bulk of the Shires day to day Works related purchasing
      4. Prepare batches for debtor and creditor processing
      5. Assist the Works Manager in the delivery of Settlement based works and building projects.
      6. Oversee the Shire’s freight deliveries at the freight shed.
      7. Provide feedback to Works Manager regarding parks and gardens and settlement maintenance needs and requirements
      8. Liaise with Works Crews on operational needs
      9. Provide support and backup to other staff as required
      10. Assist in the preparation of the works budget preparations and reviews.
      11. Undertake monthly fuel reviews and raise relevant journals
   2. **Finance**
      1. Undertake receipting and banking duties
      2. Process creditor payment runs
      3. Perform payroll processing fortnightly and attend to relevant payroll documentation
      4. Maintain register of small assets
      5. Follow up of outstanding debts
   3. **Administration**
      1. First point of contact for telephone calls and front counter enquiries
      2. Order stationery and employee amenity supplies
      3. Attend to transport licensing service requirements
      4. Process dog and cat registrations
      5. Ensure records are coded and filed as required by Shire’s Records Management Plan
      6. Handle administration for general Telstra, Foxtel and internet provider accounts
      7. Handle the sale of ammunition and maintain related records
      8. Maintain vermin control bounty scheme records
      9. Assist in maintaining various registers including but not limited to the tenders/contracts, titles, leases and reserves
      10. Prepare statistical returns
      11. Keep the Chief Executive Officer informed of issues and salient work practices that may influence the operations of the Shire
      12. Assist the Chief Executive Officer, in the development and implementation of financial policies and procedures
      13. Maintain cemetery records, plot reservations and burial requests
      14. Assist in the organisation and coordination of civic, administrative and training functions and community events as directed
      15. Perform proof reading for corporate documents including council agendas, minutes and monthly newsletters
      16. Attend to inward and outward correspondence, distributing to relevant persons
   4. **Communications**
      1. Update and contribute to shared calendars
      2. Undertake minute and note taking for various meetings on an as required basis and distribute to team members
      3. Assist in maintaining the Shire’s website and road condition reports
      4. Act as primary point of contact for works related contractor enquiries
      5. Assist in the organisation and coordination of visiting contractors utilising Shire resources.
      6. Coordinate weekly freight picks up and deliveries.
   5. **Other**
      1. Promote a favorable public image of the Shire’s personnel and operations in general
      2. Any other duties as directed by the Chief Executive Officer, or senior management team within the persons skills, knowledge and ability.
   6. **Corporate Governance**
      1. Contribute to the development of Council’s Strategic Management and other Corporate Management Plans
      2. Work collaboratively with other departments
      3. Participate in staff meetings
      4. Promote and develop the Council’s image, standing and role in the community
      5. Contribute to the delivery of quality services and identify areas for service delivery improvement
   7. **Organisational Values**
      1. Adherence to Organisational Values as from time to time developed and amended. These are an integral part of the position. They are a shared set of values to assist in guiding staff behaviors in terms of how we interact with each other and how we treat people in a professional manner in and around our community as part of our day-to-day operations and service delivery.
   8. **Occupational Health and Safety**
      1. Take reasonable steps for own OH&S and that of others
      2. Comply with safety procedures and directions agreed between management and employees
      3. Ensure that items or facilities provided in the interests of health, safety and welfare are not willfully interfered with or misused
      4. Act in accordance with agreed Council procedures for accident and incident reporting, report potential and actual hazards to supervisor or elected health and safety representative
      5. Cooperate with the OH&S program to ensure own health and safety and that of others in the workplace
3. **ORGANISATIONAL RELATIONSHIPS**
   1. **General**

Council is a very small organisation and administratively comprises a number of staff in the office, roadhouse and works areas that may have different reporting responsibilities but effectively operate as an integrated team across all areas.

* 1. **Reports to**

Chief Executive Officer

* 1. **No of Reports**

Nil

* 1. **Key Relationships**

*Administration, Works and Roadhouse*

Chief Executive Officer, Works Manager, Community Officer, Administration Officer, Gardener/Handyman, Plant Operators, Roadhouse Manager and Roadhouse Services Officer

*Other*

Internal- Other Shire staff

External- General public (including ratepayers), Shire contractors and other service providers

1. **EXTENT OF AUTHORITY**

Operates under direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and Regulations and other legislation

Use of judgment within established procedures and use initiative where procedures are not clearly defined. Authority to prioritise work outcomes.

1. **SELECTION CRITERIA**
   1. **Essential**
      1. At least three years’ experience in a financial/accounting or works administration role
      2. Effective time and personal management skills
      3. Demonstrated analytical investigative and problem-solving ability
      4. Demonstrated effective verbal and written communication skills
      5. Demonstrated ability to provide quality financial information
      6. Sound computer literacy skills (Microsoft Word, Excel, Outlook)
      7. Sound understanding of contemporary accounting principles and practices
      8. Basic understanding of occupational health & safety principles
      9. Effective public relations, interpersonal, conflict resolution and negotiation skills
      10. Previous experience in a similar role
      11. A current WA ‘C’ class (or equivalent) drivers’ license.
   2. **Desirable**
      1. Certificate level qualifications in accounting or finance
      2. Knowledge of Local Government structure and practices
      3. Experience in a similar role