

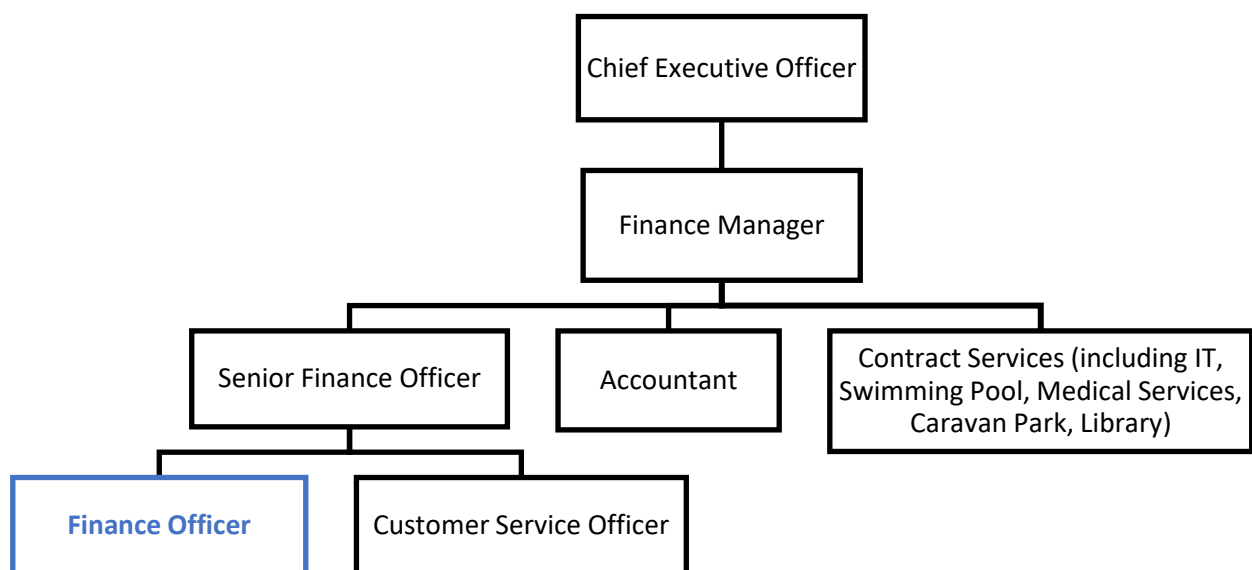


# Shire of Pingelly

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## POSITION DESCRIPTION

Job Title: Finance Officer  
Department: Finance  
Level: 3.1 – 3.4  
Reports to: Chief Executive Officer



## POSITION OBJECTIVES

To effectively coordinate and deliver payroll and accounts receivable and payable with the Shire.

Provide Department of Transport on-line licensing services to customers as required.

Provide professional, efficient, and high-quality customer service to ratepayers and customers.

Ensure all financial activities are consistent with internal processes and statutory requirements.

## KEY RESPONSIBILITY AREAS

1. Leadership & People Management
  - 1.1. To assist with the recruitment process in relation to onboarding and associated processes.
  - 1.2. To assist with the termination process.
  - 1.3. Ensure all Shire employees are formally inducted to the Shire's policies and process including outlining the responsibilities that pertain to them individually.

- 1.4. Identify and provide ongoing training for the development of departmental employees in agreed areas for career and personal development initiatives.
- 1.5. To mentor Business Unit employees in developing and maintaining a sense of loyalty with team ownership including awareness of working in a diverse workforce
- 1.6. Lead required change in process, technology, efficiency and culture in the work place.
- 1.7. Be available to cover for the Senior Finance Officer and Customer Service Officer when required.

## 2. Financial Planning & Management

- 2.1. Assist in the development and delivery of the Shire Annual Budget and Annual Report ensuring the compliance with all relevant statutory financial management and reporting processes and standards.
- 2.2. Ensure the Business Unit compliance with all relevant statutory financial management and reporting processes.
- 2.3. Develop and deliver sound management reports for the Shire both monthly and annually.
- 2.4. Manage, implement and develop efficient and effective processes which ensure sound financial management systems are implemented across the organisation.
- 2.5. Work with the auditors to provide all required information in a timely manner and action any findings.

## 3. Technical Outcomes

- 3.1. Deliver detailed operational procedures and programs for the Finance team to ensure all work is carried out using quality relevant technical practices in accordance with legislation, regulations and Council policy to deliver productive outcomes.
- 3.2. Manage the accounts payable and accounts receivable and payroll processes.
- 3.3. Assist with rates administration, particularly in response to customer enquiries.
- 3.4. Provide Department of Transport on-line licensing services to customers as required.
- 3.5. Provide a professional and efficient counter and telephone service to stakeholders, ratepayers, customers, and internal staff.
- 3.6. Ensure compliance with the State Records Act 2000 across the organisation and other relevant governing legislation to ensure compliance within the area of responsibility.
- 3.7. Undertake administration duties including monthly financial statements, BAS, superannuation, timesheets, record keeping, work requests and payment of accounts relating to the Shire.

## 4. Community Outcomes

- 4.1. Ensure that the community is at the forefront of all decisions made and that a high level of customer service is provided.

## 5. Corporate Governance & Quality Management

- 5.1. Ensure the Shire complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping.
- 5.2. Treat all Councillors, staff, stakeholders and community with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner.

- 5.3. Participate in the ongoing improvement of business processes by implementing and recommending improvements to systems and processes to ensure quality project standards.
- 5.4. Quality and accurate agenda items are produced and Council resolutions allocated are completed as required in a timely manner.

## 6. Work Health and Safety

- 6.1. Ensure that employees are not exposed to hazards and that accidents or significant incidents are properly and promptly reported.
- 6.2. Ensure that relevant policies, procedures, standards, plans, training and equipment are in place and that staff and contractors comply with them including project specific plans where relevant.
- 6.3. Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may or will impact on their safety, health and the environment.
- 6.4. Ensure that any contractor engaged for the area of authority operates in accordance with Council's required safety and environmental standards.

## 7. General

- 7.1. Other duties as required by the Chief Executive Officer.

## ORGANISATIONAL RELATIONSHIPS

This position reports directly to the Senior Finance Officer.

### Internal Stakeholders

- Chief Executive Officer
- Senior Management
- Senior Officers
- Works Team Leader and employees
- Other relevant internal stakeholders

### External Stakeholders:

- Customers
- Council
- Relevant external stakeholders, government authorities and departments

This position commences in the Administration Office and/or other on site locations as required or directed by the Chief Executive Officer

## EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under the direction of the Finance Manager and Senior Finance Officer, and within established guidelines and policies of Council and relevant statutory Act requirements. This position has the authority for the Management of Department finances, employees and contractors on a daily basis.

Delegation:

- Nil

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Systems and procedures that impact on the provisions of quality service to internal/external customers

## SELECTION CRITERIA

### 1. Essential

- 1.1. Qualifications and/or comprehensive experience, as relevant to payroll and accounts receivable and payable.
- 1.2. Ability to keep and maintain accurate records and ability to prepare progress reports
- 1.3. The ability to assess safety concerns, coordinate priorities and initiate action
- 1.4. Competent computer skills including the use of Synergy, Microsoft Word, Outlook, Project, Excel, and internet applications
- 1.5. Highly developed numeracy, written and verbal communication skills
- 1.6. Sound interpersonal and customer service skills, with the ability to liaise with various agencies and hierarchies
- 1.7. Experience and Ability to manage conflicting priorities and make decisions

### 2. Desirable

- 2.1. Knowledge of local government organisational structure, function and policies
- 2.2. Experience in the operation of the Department of Transport on-line licensing agency
- 2.3. Knowledge of cemetery operations and practices
- 2.4. Hold a current unrestricted C class national driver's licence

### 3. Eligibility

- 3.1. Right to work in Australia.
- 3.2. Undertake and pass a full medical including initial and ongoing drug and alcohol testing.
- 3.3. Presentation of a National Police Clearance and Working with Children Check not more than three months old.

## POSITION DESCRIPTION ADMINISTRATION

This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that they will occur every twelve months.

<b>Prepared By:</b>	Chief Executive Officer
<b>Manager:</b>	Chief Executive Officer
<b>Supervisor:</b>	Chief Executive Officer
<b>Reviewed Date:</b>	August 2025