



Southern Grampians SHIRE COUNCIL

Position Details

Title:	Finance Officer - Accounts Receivable
Classification:	Band 5
Position Number:	048
Business Unit:	Finance
Reports to:	Rates Coordinator

Position Summary

The Accounts Receivable Officer is responsible for the coordination of the accounts receivable function, back-of-house receipting, Grants Register and other revenue functions. The role will work closely with the Rates Officer to provide a consistent level of service for the rates and accounts receivable functional areas.

General finance duties are also incorporated into the role.

Key Objectives

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards will include:

- To ensure the accurate coordination of the Accounts Receivable Function in an efficient and effective manner;
- To co-ordinate and process back-of-house receipts from other services in council;;
- Initiate and carry out debt collection processes
- Co-ordinate Councils Fees & Charges Register and processes
- Assist the Rates Officer to provide a continuous level of service to Council's customers;
- Assist in the efficient and effective operation and maintenance of Council's financial and accounting systems;
- Provide input towards and maintain Policies and Procedures for all areas of responsibility.

Key Responsibilities

Accounts Receivable

- Responsible for ensuring accurate and timely preparation and issuing of Council tax invoices to customers;
- Provide initial advice to Council staff on the treatment of GST in the context of grants and services provided;
- Respond to non-routine Accounts Receivable enquiries referred from Customer Services;
- Responsible for maintaining and regular reconciliation of the Accounts Receivable module within Council's Corporate Financial system including the importing and exporting of data from other systems;
- Maintain Council Grant Register in an accurate and timely manner;
- Responsible for Council's debt collection and credit management processes.

General Finance

- Responsible for the co-ordination and processing of back-of-house receipting;
- Maintenance and reconciliation of accounting registers and subsidiary ledgers;
- Assist in the preparation and monitoring of budgets, budget reviews, and preparation of periodic finance reports;
- Assist with goods and services tax calculations,
- Assist in the preparation of grant applications, acquittals, and surveys on a regular and timely basis;
- Assist with the preparation of annual financial statements, Grants Commission Returns, and other financial and statistical reports;
- Maintain Council's grant funding register.

Rates Administration

- Assist with rate and valuation enquiries;
- Assist with the production of land information certificates;
- Assist with the monitoring of debt collection repayments; and
- Other duties as required in the rates function to ensure a continuous level of customer service is provided.

Extent of Authority

- Accountable for the timely and accurate preparation and issuing of Council Tax invoices and statements;
- Accountable for the provision of advice to staff with regard to GST and revenue;
- Accountable for the co-ordination and reporting of revenue grants
- Accountable for the timely and accurate processing of back-of-house receipting;
- Accountable for the initiation and follow-up of debt collection processes within established levels of delegation;
- Accountable for the quality and accuracy of tasks undertaken, as delegated by the Senior Staff;
- Commit to and adhere with Councils Child Safe Requirements.
- The incumbent has a freedom to act that is bound by clear guidelines and regular supervision.

Judgement and Decision Making

- Judgement and decision-making is limited by procedures (including office procedures), Council policy and scope of responsibility;
- Problem solving may require creativity whilst usually having access to guidance and advice within time to make a decision.

Specialist Skills and Knowledge

- Sound knowledge of accounting principles and procedures – including the application of GST legislation;
- Sound financial reconciliation skills;
- Well-developed skills in the monitoring and control of debt collection;
- Demonstrated knowledge of computer hardware and operating systems;
- Demonstrated skills in the use of personal computer applications including Microsoft Office – in particular Microsoft excel
- Ability to show initiative and innovation to all aspects of the position.
- Clerical/administrative skills;

Management Skills

- Ability to manage own workload with limited supervision;
- Developed analytical and numeracy skills;
- High level of self-motivation in managing and prioritising accountabilities and meeting deadlines;
- Ability to achieve objectives within prescribed timelines;

- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - Contribute to OHS consultation processes;
 - Prompt reporting of hazards and incidents;

Inter-personal skills

- Ability to communicate effectively with staff, clients, and members of the public;
- Ability to work harmoniously in a team environment, and to promote a team approach to work practices;
- Ability to train and coach staff in the use of software systems;
- Well-developed verbal and written communication skills;
- Ability to discuss and resolve problems;
- Ability to maintain confidentiality.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Australian Accounting & Auditing Standards
- GST Legislation
- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);
- Government/Industry Codes of Conduct;
- The Southern Grampians Shire Council Enterprise Agreement; and
- The Municipal Emergency Management Plan.

- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
- Responsible for ensuring the security of Council's assets under the Officer's control;
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications and Experience

- Experience working in a financial or accounting environment – including the application of GST;
- Experience dealing in debt collection matters;
- A sound understanding of accounting functions and associated computer systems including Microsoft office and in particular Microsoft excel;
- Ability to train and coach staff in the use of software systems;
- Current Victorian Driver's Licence;
- Broad understanding of the functions and services provided by Local Government
- May require a current Working with Children Check

Key Selection Criteria

The employee will demonstrate the following:

- ✓ Experience working in a financial or accounting environment – including the application of GST;
- ✓ Experience dealing in debt collection matters;
- ✓ A sound understanding of accounting functions and associated computer systems including Microsoft office and in particular Microsoft excel;
- ✓ Ability to train and coach staff in the use of software systems;
- ✓ Demonstrated problem-solving and reconciliation skills, including the ability to analyse statistics;
- ✓ Good Communication and people skills;
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders;
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people;

- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters;
- ✓ Willingness to undertake additional training to enhance contribution to position;
- ✓ Commitment to organisational values at all times;
- ✓ Current Victorian Driver's Licence;
- ✓ Broad understanding of the functions and services provided by Local Government
- ✓ May require a current Working with Children Check

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____