# POSITION DESCRIPTION

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|---|---|
| **Title:** | **Coordinator Financial Operations** |
| **Position Number:** | **2010** |
| **Classification:** | **Band 7** |
| **Directorate:** | **Corporate Services** |
| **Department:** | **Finance and Rates** |
| **Award:** | **Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001** |
| **Incumbent:** | **Vacant** |

## ORGANISATIONAL RELATIONSHIPS

| | |
|---|---|
| **Reports to:** | Team Leader Financial Accounting |
| **Direct Reports:** | ▪ Accounts Payable Officer<br>▪ Accounts Payable Officer |
| **Primary Internal Relationships:** | ▪ Managers<br>▪ Budget Officers<br>▪ All Staff |
| **Primary External Relationships:** | ▪ Council Suppliers and Contractors<br>▪ Financial Institutions<br>▪ Internal and External Audit Service Providers<br>▪ Australian Tax Office<br>▪ Local Government Professional Associations<br>▪ Software Providers/Vendors |

## POSITION OBJECTIVES

Lead the delivery of quality accounting operations, in particular ensuring that the accounts payable and external receipting functions operate in an effective, efficient and accurate manner within the financial control environment.

Support the delivery of quality accounting services, including preparation of statutory financial reporting and ensuring statutory and legislative compliance and general ledger integrity.

## KEY SELECTION CRITERIA

- Degree qualification in Accounting with a minimum 3 years' experience relevant to the position. Membership of a recognised Australian professional accounting body is preferred.
- Demonstrated ability coordinating team priorities in the context of financial services to achieve deadlines and the provision of coaching, mentoring and developing staff to encourage team building, cross functional skills, career progression and commitment to the organisation's values.
- Demonstrated experience in large volume transactional accounting including banking, treasury and accounts payable and ensuring compliance with internal controls.
- Demonstrated experience and knowledge of current financial accounting and reporting practices, including the preparation of financial statements and detailed working papers for a large organisation.
- A commitment to continuous improvement, demonstrated by identifying and facilitating initiatives that enhance accuracy, efficiency and effectiveness of processes, with a strong understanding of financial systems and focus on identifying areas for optimisation, resulting in measurable improvements.

## KEY RESPONSIBILITY AREAS

- Supervise, coach, develop and motivate the Accounts Payable Officers to foster a high performing team environment.
- Lead end to end processing of accurate and timely accounts payable functions, including month and year end.
- Investigate, develop and implement best practice processes and systems to ensure accuracy and efficiency of the accounts payable function.
- Oversee the processing of daily receipting of agency files, distribution of the bank statement for receipting and the Pathway to Authority transaction import.
- Monitor Accounts Payable deliverables against establish controls and service levels. Develop regular reporting on team performance and implement solutions to enhance efficiency and effectiveness.
- Ensure a robust control environment in respect of the supplier masterfile, including processes for creating new suppliers within Council's corporate financial system and name and address register, changes to existing suppliers and undertaking regular review and audit of the supplier master file to ensure accuracy and relevancy.
- Provide high level technical support and advice to Finance and Rates Department staff and other end users in regards to the accounts payable process (issue resolution) and other banking and treasury functions such as GST and direct debits.
- Monitor, report and provide direction to the organisation on purchase order status reports.
- Ensure user manuals and test plans are developed, maintained and implemented for all processes within the area of responsibility and facilitate knowledge transfer and multiskilling of staff.
- Ensure timely submission of statutory reporting requirements within the area of responsibility, including the annual taxable payments report.
- Undertake reviews of policies, procedures and processes within the Financial Accounting team and identify opportunities for continuous improvement with recommendations to the Team Leader Financial Accounting.
- Prepare end of month and end of year reconciliations such as control accounts with subsidiary ledgers and investigate and follow up on variances.
- Maintain the integrity of the general ledger by coordinating the completion and review of all balance sheet account reconciliations. Ensure that reconciliation discrepancies identified as part of the reviews are followed up and rectified.
- Assist the Team Leader Financial Accounting with the preparation of Council's and other entities monthly reporting, financial statements, other statutory returns and related audit conduct. This includes the preparation of detailed audit working papers and effective engagement in audit conduct.
- Undertake shared accounting responsibilities including review and posting of journals, approval of payments under delegation, helpdesk resolution and acting as a representative on project boards or grant assessment panels as required, ensuring all activities are undertaken in compliance with applicable accounting standards and internal controls.
- Assist the development and implementation of financial systems, practices and processes that support responsive and flexible service to internal and external customers.
- Identify and report on any areas of potential risk exposure in relation to financial management.
- Engage in multiskilling of Financial Accounting team processes and contribute to the delivery of team objectives.
- Maintain up to date knowledge of Industry practices, reporting back regularly to Team Leader Financial Accounting of relevant and future impacts to service delivery.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

**This position is accountable for:**

- Managing the day to day operations and resources of the Financial Operations team.
- Complying with all legislative, industry and Council regulations and procedures in the execution of all activities within the team.
- Timely, accurate and efficient processing of accounts payable and external receipting within the established internal control environment.
- Ensuring general ledger integrity through the establishment, monitoring and testing of internal controls.
- Providing specialist accounting advice to Council, Management and Staff.
- Assisting with the preparation of Council's statutory reporting obligations and effective liaison with audit teams.

**This position has the authority to:**

- Authorise, in accordance with delegated limits, invoices and electronic funds transfer payments.
- Direct staff within the Financial Operations team to undertake duties as per the relevant position descriptions

- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

### Judgement and Decision Making

- Make decisions on all matters which are within the responsibility of the position and within any delegated authority, legislative requirements, established policy or recognised standards.
- Use of professional judgement and professional scepticism in critically reviewing financial information contained within Council's financial system.
- Making informed judgments in the interpretation and application of the Local Government Act, Australian Tax Legislation, Finance and Reporting Regulations, Australian Accounting Standards and other relevant legislation.

### Multiskilling and additional duties (do not remove this section)

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

## SKILLS AND KNOWLEDGE

### Specialist Skills and Knowledge

- Extensive knowledge of accounting standards, theory, principles and relevant legislation (e.g. tax legislation)
- In depth knowledge and extensive experience of accounts payable functions in a high volume environment
- Understanding of industry best practices, and ability to make recommendations of how to strategically meet the needs of end user stakeholders. Ability to research, investigate and analyse new and innovative work practices, including the use of technology to create efficiencies and drive change.
- Sound knowledge of financial accounting, statutory financial reporting and contemporary internal financial control practices.
- Excellent skills in the operation of accounting systems, including advanced excel skills.
- Detailed understanding of external audit processes and how they apply to a complex and diverse organisation
- Understanding of change management practices and their application in a diverse and large organisation.

### Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands, in order to achieve set goals and objectives.
- Ability to provide relevant guidance, supervision, direction and coaching to staff.
- Ability to develop and implement policy and procedures, monitor progress and strategically analyse results in order to make recommendations for improvement.
- The ability to foster a learning environment amongst the team with a strong focus on continuous assessment of work practices and successfully implementing change

### Interpersonal Skills

- Ability to communicate effectively, both verbally and in written form, with a broad range of stakeholders.
- Ability to liaise with counterparts from similar organisations in order to network, investigate best practice, and problem solve.
- The ability to present complex financial matters in simple terms.
- Highly developed customer service skills.
- The ability to establish strong relationships, inspire trust and negotiate successful outcomes with a broad range of stakeholders.

## QUALIFICATIONS AND EXPERIENCE

- Degree qualification in Accounting with minimum 3 years' professional experience in a related field.
- Membership to a recognised Australian accounting body (i.e. CPA or ICAA) will be highly regarded.
- Experience interpreting and applying detailed knowledge of all relevant Acts, Regulations, Legislation and financial procedures including Australian Accounting Standards
- Demonstrated involvement in the preparation of financial statements and statutory reporting requirements in a large organisation.
- Demonstrated leadership experience in a high-volume transaction function in a complex organisation.

## OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian drivers licence

## LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

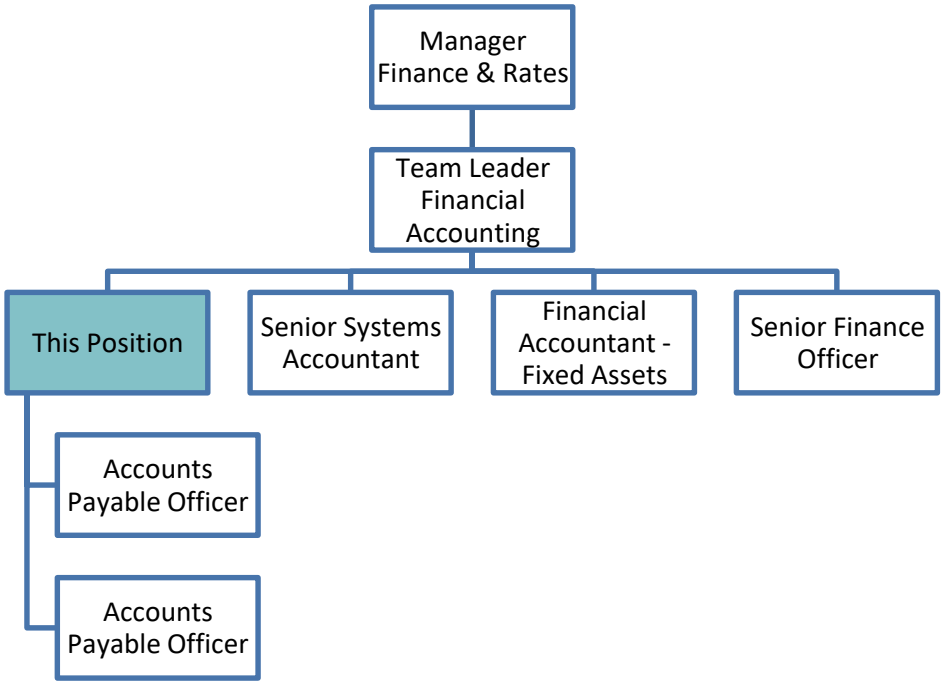
- Local Government Act 2020
- Local Government (Planning and Reporting) Regulations 2014
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Departmental Overview

The Finance and Rates Department provides the revenue and rates, financial reporting and accounting service functions of Council including: management and preparation of annual budget; statutory financial reporting and annual audit; accounts payable and receivable; long term financial planning; statutory and regulatory compliance; treasury functions; rates notices and revenue collection.



# VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.




We are attentive, listen to others and consider all points of view in our decision making.




We take pride in honouring our promises and exceeding expectations, and are t ransparent with and accountable for our actions.




We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.




We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.




We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.




As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

# SHARED ORGANISATIONAL RESPONSIBILITIES

## Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that or others.
- Actively participate in work group OH&S activities such as toolbox sessions.

## Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

## Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

## Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

## Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

## Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

# INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

| | |
|---|---|
| **Never (N)** | Does not occur |
| **Rarely (R)** | May occur but does not occur daily or weekly. (1% - 5% of the time spent) |
| **Occasionally (O)** | Does occur, time is set aside to perform this activity. (6% - 33% of the time spent) |
| **Frequently (F)** | Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent) |
| **Constantly (C)** | Primary activity for this position. (67% - 100% of the time spent) |

| | N | R | O | F | C |
|---|---|---|---|---|---|
| **Work Environment** | | | | | |
| Indoors | | | | | x |
| Outdoors | x | | | | |
| Slippery Surfaces | x | | | | |
| Uneven ground/Sloped areas | x | | | | |
| Work in isolation | x | | | | |
| Work in confined spaces | x | | | | |
| Work at heights | x | | | | |
| Work in dusty/fumes/foul smells | x | | | | |
| Exposure to loud noises requiring hearing protection | x | | | | |
| Exposure to personal waste | x | | | | |
| **Body Posture** | | | | | |
| Standing | | | | x | |
| Sitting | | | | | x |
| Squatting/Crouching | x | | | | |
| Kneeling | x | | | | |
| Twisting | x | | | | |
| Bending | x | | | | |
| **Manual Handling** | | | | | |
| Reaching or working overhead (above shoulder) | x | | | | |
| Reaching forward | x | | | | |
| Gripping/fine motor movement | | | | | x |
| Pushing/restraining | x | | | | |
| Driving a vehicle | | x | | | |
| Lifting floor to waist | x | | | | |
| Lifting waist to overhead | x | | | | |
| Lifting from a truck/trailer | x | | | | |
| Lifting 0 - <5kg | x | | | | |
| Lifting 5 - <10kg | x | | | | |
| Lifting 10 - <15kg | x | | | | |
| Lifting 15kg+ | x | | | | |
| Carrying awkward loads | x | | | | |
| Climb steps/stairs/ladder | x | | | | |
| Exposure to vibration | x | | | | |
| **Psychosocial** | | | | | |
| Give direction to others | | | | | x |
| Dealing with aggressive customers | | x | | | |
| Dealing with upset customers | | x | | | |
| Supporting dependent persons | x | | | | |

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| | N | R | O | F | C |
|---|---|---|---|---|---|
| **Cognitive** | | | | | |
| Written communication | | | | | x |
| Verbal communication | | | | | x |
| Comply with legislation | | | | | x |
| Problem solve | | | | | x |
| Reason/make sense of things | | | | | x |
| Make critical decisions | | | | | x |
| Ensure accuracy/details | | | | | x |
| Remember names/details | | | | | x |
| Show creativity | | | | | x |
| Examine/observe others | | | | | x |
| Work quickly | | | | | x |
| Concentrate amid distractions | | | | | x |

## ACCEPTANCE AND AUTHORISATION

### Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**Employee Name:** _____

**Signature:** _____

**Date:** _____

### Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

**Authorising Officer Name:** _____

**Position:** _____

**Signature:** _____

**Date:** _____