

Position Description

POSITION TITLE	Coordinator, Finance
POSITION NUMBER	102211
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 6
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Corporate Services / Finance
LOCATION/S	Alice Springs
SUPERVISOR	Senior Coordinator, Finance
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Coordinator, Finance is responsible for the delivery of effective and efficient support and advice around Finance services across the organisation and delivers specialised financial services in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures, relevant legislation and accounting standards.

KEY DUTIES AND RESPONSIBILITIES

1. Provide specialised and expert services for any one (all) of Council's accounts payable, accounts receivable and payroll functions with primary responsibility for one of the following, whilst supporting, assisting and providing coverage for the other functions as required;

Payroll

- Undertake all necessary payroll process for staff including end of period and reconciliation processes for the payroll function e.g. payroll ledger accounts, PAYG, superannuation contributions and salary sacrifice.
- Ensure STP and annual PAYG obligations are administered.
- Provide expert, timely guidance and advice for staff in line with Council's Enterprise Agreement regarding allowances, salary sacrifice, leave and penalties ensuring appropriate authorisations are obtained.

Accounts Receivable

- Lead the rates modelling and invoicing processes and ensure that they are undertaken accurately and in a timely manner in order to prepare for budgeting purposes. Raise and distribute rates notices on schedule (initial notices, instalment reminders and final notices).
- Generate accounts receivable invoices and ensure that all invoices are raised in a timely manner, investigating and reporting on debtor management in line with Council policy and procedures.
- Assist in the Rates Declaration for each financial year whilst ensuring that the Council complies with the NT Local Government Act.

Accounts Payable

- Manage the accounts payable processes to ensure that systems are adequately maintained, documentation is complete, appropriate and up-to-date.
- Produce monthly AP reconciliation reports and audit processed invoices regularly and recover debit balances.
- Provide expert, timely guidance to staff on Council's Procurement Policy including tendering, delegation limits and workflows.

2. Ensure the quality, effectiveness and timeliness of advice and outcomes, ensuring that confidentiality is maintained at all times.
3. Resolve complex issues and make recommendations in the area of primary function.
4. Ensure that appropriate accounting systems, controls, policies and procedures are in place to provide accurate, timely and reliable accounting information and compliance with the applicable legislation and associated procedures for payroll, accounts payable or receivable functions.
5. Provide accurate information and reports to the Manager to aid in preparation of a range of reports including acquittals, annual statutory financial statements, monthly Council Reports and other management reports as required.
6. Be engaged in an effective and proactive health, safety and wellbeing culture.
7. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Diploma or Advanced Diploma in related discipline and/or substantial relevant experience.
2. Demonstrated experience and/or ability to work across all finance functions of accounts receivable, payroll and accounts payable, maintaining a high level of confidentiality.
3. Demonstrated ability to interpret, apply and ensure compliance with relevant legislation, awards, enterprise agreements and policies impacting finance functions.
4. Ability to organise and prioritise workloads to ensure deadlines are met.
5. Demonstrated experience in the use of information technology, spreadsheets and relevant data base applications.
6. Strong interpersonal skills, including high level written and oral communication, with an ability to work with all levels of employees and stakeholders, to achieve strategic and operational outcomes in a professional, customer focussed manner.
7. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
8. Ochre Card.

Desirable

1. Acceptable Police Check.