



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

ADMINISTRATION OFFICER / FINANCE SUPPORT OFFICER

CORPORATE SERVICES



POSITION DESCRIPTION

1 TITLE

Administration Officer/Finance Support Officer

2 POSITION SUMMARY

The primary function of this role is to support the corporate services team to ensure the efficient running of the team.

3 DIRECTORATE

Corporate Services

4 MANAGEMENT AREA

Corporate Services

5 BASE WORK LOCATIONS

Shire of Merredin Administration Centre, Corner King and Barrack Streets, Merredin.

6 AGREEMENT COVERAGE

Conditions of employment are governed by the Local Government Industry (WA) Award 2010.

7 HOURS

38 hour week to be worked between the hours of 8:00am and 5:00pm, Monday to Friday, unless otherwise negotiated with the Executive Manager Corporate Services.

8 REMUNERATION LEVEL(S)

Remunerated from Level 7

9 DELEGATED AUTHORITY

As per relevant legislation and as delegated by the Chief Executive Officer

10 ORGANISATIONAL RESPONSIBILITIES

Supervisory and Organisational Responsibilities:

- Directly responsible to the Executive Manager Corporate Services

11 KEY DUTIES AND/OR RESPONSIBILITIES

The incumbent will assist in all roles within the Corporate Services area being:

- Customer Service;
- Payroll;
- Creditors;
- Debtors;
- Rates;
- Record Keeping; and
- It is anticipated that this position will assume these duties during periods of Annual Leave, Long Service Leave and Personal Leave, etc. by other Corporate Services staff.

11.1 General

- Support and adhere to Council's policies and procedures, Code of Conduct and relevant State and Federal legislation;
- Perform any other duties as directed; and
- Promote and project Council's commitment as a Customer First organisation.

12 SELECTION CRITERIA

12.1 Essential

- High level of written and verbal communication skills;
- Ability to work in and contribute to a team environment;
- Ability to work with minimal or no supervision;
- Excellent administrative skills;
- Excellent time management skills and the ability to meet deadlines;
- A customer service focus and excellent customer service skills;
- Sound problem solving skills;
- A high level of keyboarding and computer skills with an intermediate to advanced knowledge of Microsoft Word and Excel packages; and
- Current satisfactory National Police Clearance.

12.2 Desirable

- Previous experience in a Local Government environment; and
- Current WA 'C' class driver's license.

13 INDUCTION MANUAL

All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews. This signed document will be placed on each employee's payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

Incumbent's Name

Incumbent's Signature

Date

*Current Manager – Charlie Brown
Executive Manager Corporate Services*

Manager's Signature

Date

*CEO – Greg Powell
Chief Executive Officer*

CEO's Signature

Date