SHIRE OF MERREDIN

POSITION DESCRIPTION

Finance Support Officer
Corporate Services

POSITION DESCRIPTION

1.0 TITLE

Finance Support Officer

2.0 POSITION SUMMARY

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

3.0 DIRECTORATE

Corporate Services

4.0 MANAGEMENT AREA

Corporate Services

5.0 BASE WORK LOCATIONS

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

6.0 AGREEMENT COVERAGE

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

7.0 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.

8.0 REMUNERATION LEVEL(S)

Remunerated from Level 7

9.0 DELEGATED AUTHORITY

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

10.0 ORGANISATIONAL RESPONSIBILITIES

Supervisory and Organisational Responsibilities:

10.1 Directly responsible to the Executive Manager Corporate Services

11.0 KEY DUTIES AND/OR RESPONSIBILITIES

The incumbent will assist in all roles within the corporate service area, being;

- Customer Service
- Payroll
- Creditors
- Debtors
- Rates
- Record Keeping

It is anticipated that this position will assume these duties in time of Annual Leave, Long Service Leave, and Personal Leave etc.

General

- Support and adhere to Council's policies and procedures, code of conduct and relevant acts
- Perform any other duties as directed
- Promote and project Council's commitment as a Customer First organisation

12.0 ESSENTIAL SELECTION CRITERIA

12.1 High level of written and verbal communication skills

12.2 Ability to work in and contribute to a team environment

12.3 Ability to work with minimal or no supervision

12.4 Excellent administrative skills

12.5 Excellent time management skills and the ability to meet deadlines

12.6 A customer service focus and excellent customer service skills

12.7 Sound problem solving skills

12.8 A high level of keyboarding and computer skills with an intermediate to advanced knowledge of Microsoft Word and Excel packages

12.9 Current satisfactory National Police Clearance

13.0 DESIRABLE SELECTION CRITERIA

13.1 Previous experience in a Local Government environment

13.2 Current WA 'C' class driver's license

Current Incumbent	Incumbents Signature:	Date:
Current Manager *Executive Manager Corporate Services*	Managers Signature:	Date:
CEO *Chief Executive Officer*	CEO's Signature:	Date: