



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Finance Officer and Service NSW Officer

Directorate	Corporate Services
Location	Grenfell
Classification/Grade/Band	Band 3 Level 1, Grade 13
Position	Temporary Fulltime up to 35 hours per week Maternity Relief Position for up to 12 months with possibility of extension
Position Code	P1.4.386
Date position description approved	21 September 2023

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

Assist with cost accounting, procurement and payments (Creditors). Promote Council processes to deliver timely and accurate analysis and payment to creditors whilst supporting the customer service/purchasing/supply needs of Council staff, management, line and corporate, as well as creditors, in accordance with Council policies, procedures and the Operational Plan.

Key accountabilities

Within the area of responsibility, this role is required to:

- Complete daily Bank Reconciliation and prepare weekly Cashflow Forecast.
- Raise Account Receivable invoices in a timely manner.
- Provide assistance to Accounts Payable.
- Debt Management – Account Receivable invoices & Rates.
- Assist with Rates.
- End of Month and End of Year reconciliation.
- Assist with payroll processes.
- Assist with Store Stocktake and inventory enquiries.
- Assist with the preparation and maintenance of the Operational Plan.
- Assist with accounting CIVICA software enquiries.
- Monitor Procurement Process – PO/RFT/Training.
- Monitor In Kind – Monthly Council meetings.
- Prepare Rural Fire Services monthly expenditure.
- Prepare the Councillor Expenditure Business Report for Council Bi-monthly meetings.
- Provide assistance with the maintenance of policies and procedures.
- Undertake and assist with Customer Service duties.
- Subject to completion of accredited training undertake and assist with face to face, phone and email inquiries in relation to Service NSW activities.
- Assist with ad hoc account and financial tasks.

Key challenges

- Establishment and maintenance of positive stakeholder relations.
- Timely payments.
- Accurate Cost/Management accounting.

- Projects on time and on budget.
- Disciplined staff accounting and costing leading to more effective reporting.

Key internal relationships

Who	Why
Management Accountant, Directors, General Management, Engineering and Works staff, Store person, Human Resources.	Effective completion of business role.

Key external relationships

Stakeholders, Contractors, Creditors, Effective completion of business role.
Bankers, suppliers,

Key dimensions

Decision making

In accordance with the Delegations Register.

Reports to

Management Accountant





Essential requirements

Certificate or Diploma in a Finance/Accounting Discipline , 2 years Finance/Accounting experience, intermediate experience in the suite of Microsoft products, Local Government experience, procurement, stores and debtor management experience, advanced Customer Service experience.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for projects and tasks with the team Identifies resource needs, including team, budget, information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> Ensures that organisational policy on procurement and contract management is implemented Applies knowledge of procurement and contract management risks to decisions Ensures others understand their obligations to manage and mitigate risks in procurement Implements effective governance arrangements to monitor provider, supplier and contractor performance Represents the organisation in resolving disputes with suppliers and contractors