

POSITION DESCRIPTION

Position Title:	Coordinator Finance Operations
Position Number:	7150
Group:	Corporate & Commercial Services
Business Unit:	Financial Services
Service Unit:	Finance
Reports To:	Coordinator Finance Operations and Systems Improvements
Grade:	12
Hours Of Work:	35 hours per week
Last Date Of Review:	December 2023
Last Date Of Evaluation:	December 2023

Role Function Summary

The Coordinator Finance is a key role within Council's Finance team. This role provides support to the Chief Financial Officer in undertaking key tasks within the Finance Area. This role will be the escalation point for all functional area enquiries with the expectation of providing high level customer service to all customers. The role will also provide operational support across the Finance team in the areas of Payroll, Accounts Payable, and Treasury functions.

Key Responsibilities (Major and Essential Job Functions)

- Ensure Council meets all legislative, regulatory and policy obligations relevant to the role.
- Manage the Accounts Payable, Treasury and Payroll functions of Council.
- Prepare statutory financial reports and returns for review (as relevant to function)
- Review internal control systems and processes to ensure continuous improvement and compliance.
- Contribute to ensuring a successful and smooth annual financial auditing process.
- Assist with the data entry within all functional areas.
- Assist with the maintenance master files within the functional areas.
- Assist with Finance function related reconciliations not limited to Payroll, Accounts Payable and Treasury.
- Assist in the collation and preparation of annual returns to external bodies.
- Ensure daily record management is maintained consistent to Council's Information Management (Recordkeeping) Policy.
- Assisting within the Revenue team as required.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable • We know what we do, and do what we say Connected • We work together to create community Integrity • We do the right thing Care • We are people who care Adaptable • We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Whole of Council; Finance Team; People Leaders
External Relationships:	Customers and members of the public; Government Agencies; Other Councils; Community Organisations; Contractors and Consultants
Direct Reports:	Finance Officer – Treasury, Accounts Payable officer, Senior Payroll Officer
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Diploma qualifications in accounting, finance or related discipline, or significant contemporary experience in a relevant field.
- Demonstrated experience and ability to lead, coach and support staff.
- Demonstrated high level of competency and knowledge across accounts payable and/or accounts receivable and/or payroll functions
- Demonstrated high level customer service skills.
- Highly developed numeracy, verbal and written communication skills (including business report writing)
- Excellent computer literacy, including advanced Excel skills.
- Advanced analytical and problem solving and conflict resolution skills.
- Ability to work within a team environment.
- Advanced analytical and problem solving skills.

Desirable Criteria:

- Knowledge of Local Government accounting processes

- Previous experience with the Civica Authority software applications
- Knowledge of the current Local Government State Award

Licences and Tickets:

- Class C drivers licence

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓		✓							
Standing			✓		✓							
Bending				✓								
Squatting				✓								
Climbing				✓								
Kneeling				✓								
Twisting				✓								
Lifting				✓								
Driving				✓								

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

☐	Operating mobile plant	☐	Working with paints, solvents, oil, grease
✓	Light repetitive handling	☐	Cold environment
☐	Dog/cat control	☐	Climbing, working at heights
☐	Cattle, sheep handling	☐	Confined spaces work
☐	Native Animal, reptile handling	✓	Customer contact
☐	Garbage collection	☐	Screen based work (intermittent)
☐	Office, toilet cleaning	✓	Screen based work (constant)
☐	UV exposed	✓	Clerical deadlines
☐	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
☐	Walking on Slopes / Hills / Gradients	☐	Building trades work
☐	Walking on uneven surfaces	☐	Motor trades work
☐	Working with bitumen	☐	Child care
☐	Working with concrete	☐	Hospitality
☐	Working with electricity	☐	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Coordinator Finance Operations**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Dipolma qualifications in business/accounting/finance	1					
Excellent customer service skills and attitude	1					
Excellent computer literacy	1					
Ability to work cooperatively within the team environment	1					
Advanced analytical and problem solving skills	1					
Demonstrated ability to adhere to Council's Recordkeeping procedures	2					
Ability to work independently and unsupervised	2					
Ability to create and keep updated SOP's related to function	2					
Demonstrated ability to carry out reconciliations of various sub-ledgers	2					
Establish and maintain positive relationships with key stakeholders	2					
Advanced knowledge of the payroll function	3					
Advanced knowledge of the Treasury function	3					
Working knowledge of the AP function	3					
Working knowledge of the Bank Reconciliation function	3					
Demonstrated ability to cross skill and perform duties of other team members when required	3					
High level Local Govt State Award interpretation	4					
Ability to perform relief management duties during times of absence	4					
Ability to identify and contribute to process, systems and procedure improvements within the Finance team	4					
Demonstrated ability to cross skill and perform duties of other team members when required	4					
Ability to assist with special projects as required	4					

Skills Review Year: _____ Position: **Coordinator Finance**

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leaders comments on Employee's skill step assessment:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				