



Shire of Kulin

SECTION 1 – POSITION IDENTIFICATION

Title:	Trainee Finance Officer
Department:	Administration - Finance
Responsible to:	Shire of Kulin – Deputy Chief Executive Officer
Position:	Full time - 76 hours per fortnight
Award:	Local Government Industry Award 2010
Classification:	Level 1 Step 1

SECTION 2 - POSITION FUNCTION

Overall

Assist the Finance team in the sound financial management of the Local Government and provide financial, clerical and administrative services to ensure efficient, timely and accurate operations of Finance, including reporting, payroll, payment of accounts, debtor invoicing, rates and the maintenance of all associated financial records and systems in accordance with standards, statutory and policy requirements.

Within Section

Provide backup support and relief for other Finance and Administration positions.

Within Organisation

Act as an efficient and professional resource to members of staff in relation to finance clerical and administrative matters.

SECTION 3 - KEY DUTIES

Accounting

Completion of a Certificate IV in Accounting & Bookkeeping, or similar.
Assist with the entry and processing of fortnightly payroll.
Assist with the processing and receipting of all monies.
Assist with creditor invoice and payment processing.
Assist with debtor invoice and statement processing.
Assistance with financial data processing for local community organisations where required.
Assistance with the reconciliation of bank accounts and petty cash.
To respond to telephone and counter enquiries and when necessary refer enquiries to relevant officer.
To provide back up support in customer service delivery when required.
Any other duties consistent with the responsibilities of a Trainee Finance position.
Undertake tasks as directed by the Senior Finance Officer and DCEO.

SECTION 4 - PERFORMANCE INDICATORS

This position is subject to ongoing performance appraisal and supervision support via fortnightly supervision meetings with your direct supervisor. As a minimum – the formal review of the duties, position description and ongoing compliance will be assessed every 6 months from appointment.

You will be assessed on your performance in:

1. Successfully carrying out the duties as described above.
2. Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
3. Your continued capacity to maintain strong interpersonal boundaries so that your personal health is not affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
4. Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Kulin Code of Conduct and organisation policies that apply to the position and appointment.
5. Client feedback and/or formal complaint process outcomes completed during the period of review.
6. The level of assistance provided to a range of Shire clients and community members.
7. Your capacity to work as a valued team member of the Shire Administration.



SECTION 5 - SELECTION CRITERIA

<p>Essential</p>	<p>Skills No formal qualifications required. Completion of customer service training. Excellent interpersonal and communication skills (verbal, written and oral presentation); Ability to plan and execute work under minimal direction and to work unsupervised; Computer literacy;</p> <p>Qualifications and/or Training Minimum of completion of Year 11 level Potential to complete Certification Level 3 or 4 training in Accounting and Bookkeeping.</p> <p>POLICE CLEARANCE It is a requirement for all employees of the Shire of Kulin to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p>
<p>Desirable</p>	<p>DRIVERS LICENCE Minimum - Class C driver's licence – copy to be provided upon interview or at commencement. Administrative experience; Good knowledge and experience in the operation of the Internet; Knowledge of Microsoft word processing, database and spreadsheet computer programs; Prior exposure to computerised payroll systems; Exposure to Finance records systems;</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Kulin Administration Office, Johnston Street, KULIN WA 6365.
Organisational Relationships	<p>Responsible to: Deputy CEO</p> <p>Responsible for: Nil</p> <p>Internal and External Liaison:</p> <p>Internal All Council Staff</p> <p>External General Public, Ratepayers Contractors and Suppliers Auditors, Government Dept. staff</p>
Extent of Authority	Work under the direction of the Senior Finance Officer and Deputy CEO. It is imperative that the successful applicant can work unaided and unsupervised.
Delegation Authority	Purchase Orders - \$200
Employment Terms	<p>The Local Government Industry Award 2010 applies to this position.</p> <p>A Probationary period will apply to this position in accordance with Shire policy.</p>

<p>On-going Eligibility</p>	<p>It is a condition of employment with the Shire of Kulin where an employee holds responsibility for financial transactions, ordering or the receipting of monies, that it will not appoint or allow the continued employment of a staff member where the person;</p> <ul style="list-style-type: none"> a. Is an undischarged bankrupt or has entered into a scheme of arrangement with his/her creditors; b. Has suffered final judgement against him/her for a debt, being a judgement which has not been fully satisfied; c. Has been convicted of an offence involving fraud, embezzlement, or conversion and that conviction is not spent within the meaning of the Crimes Act 1914; <p>It is a condition of employment with the Shire of Kulin that it will not appoint or allow the continued employment of a staff member where the person;</p> <ul style="list-style-type: none"> a. No longer holds the Motor Vehicle Driver's License necessary for the continuance of meeting the majority of the position description for a period exceeding one month beyond available leave entitlements.
------------------------------------	--

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO
Date

I have read and understood the requirements of the position as detailed in this document.

Employee
Date Appointed