



POSITION DESCRIPTION

Creditors Officer

(Casual)

Location	Shire Administration Office
Department	Administration
Salary	Local Government Industry Award 2010
Reports to	Manager of Corporate Services and Finance
Supervision of	Nil
Revision	2
Date	29 May 2019

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
<i>Neville Hale</i>	<i>Chief Executive Officer</i>	<i>New Document</i>	<i>5th Dec 18</i>	
<i>Stuart Hobley</i>	<i>Manager of Corporate Services</i>	<i>Position Revised</i>	<i>29 May 2019</i>	<i>Part-time - Casual</i>

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Chief Executive Officer
 Manager Corporate Services and Finance
 Senior Finance Officer

1.2 Supervision of: - Nil Staff

1.3 Internal and External Liaison: -

Internal

- Chief Executive Officer
- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

Ensure that Council's creditors are paid in a timely manner and accounting / clerical functions are undertaken accurately, efficiently and accordance with Legislation and Council Policy.

Maintain and process all relevant accounts for payment and associated Purchase Orders, ensure compliance with the Local Government Act and Regulations and Shire Policy.

To provide a high level of quality customer service to internal and external customers of the Shire.

4. KEY DUTIES/RESPONSIBILITIES

- Provide invoices to Officers for authorisation
- Input all invoices into the system for payment
- Ensure all authorised invoices have been processed at month end
- Reconcile Creditors Ledger and General Ledger on a fortnightly basis.
- Create / keep Procedures Manual up to date in relation to this position
- Ensure that all financial and related policies and procedures are complied with.
- Respond to telephone and counter enquiries as required. (including processing of general receipts, debtors and rates, received at the counter)
- Relieve other officers within administration section
- Provide assistance to the Senior Finance Officer as required
- **Maintain council business confidentiality at all times**
- Take reasonable care to ensure personal safety and health at work and that of others in the workplace
- Other duties as directed by the Chief Executive Officer or Executive staff

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Completion of Grade 12		✓
Certificate in Business Administration or similar		✓
Drivers Licence –“C” Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Developed time management and organisation skills.	✓	
Understanding of Creditors processing		✓
Well- developed administration and customer service skills	✓	
Well-developed computer skills	✓	
Developing knowledge of Council's organisational structure and function.		✓
Working knowledge of basic bookkeeping.		✓
Working knowledge of accounting procedures		✓
Basic office experience		✓
Experience working with a computer system, spreadsheets and accounting software.		✓
Prior experience in cash handling and banking.		✓

Personal Skills	Essential	Desirable
Well - developed verbal, communication and interpersonal skills	✓	
Written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be flexible and work under supervision	✓	

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire’s OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire’s and legislative requirements report any hazards, incidents or near misses in a timely manner.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each

Creditors Officer

employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2010
Position Status	Casual
Hours of Work	32 hours per fortnight
Level	Level 2-3
Salary	\$47,683 pro-rata
Council Loyalty Scheme	Applies to this Position
Superannuation	9.5% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Performance Review	Annually
Housing	Position does not attract Council Housing as part of the Employment Package.
Motor Vehicle	N/A
Job Location	Cunderdin, Western Australia, 6407

Acknowledgement

Name

Signature

Date