

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Finance Officer	Level	4
Business Unit	Financial Services	Position Number	00082, 01739
Directorate	Corporate Services	Date Established	June 2006
Reporting to	Senior Financial Accountant	Date Updated	April 2026

2. KEY OBJECTIVES

- Provide efficient and accurate financial processing and support across accounts payable, receivable, banking receipts and general finance functions.
- Ensure all City expenditure and financial transactions are authorised and processed in line with legislation, accounting standards and City policies.
- Assist with financial reporting, reconciliations, budgeting and compliance requirements.
- Deliver high-quality customer service and financial advice to internal and external stakeholders.

3. KEY ACCOUNTABILITIES

- Process invoices, payments, journals, and other financial transactions accurately and within required timeframes.
- Ensure all expenditure and financial activities comply with City policies, delegations and legislative requirements.
- Assist with reconciliations, month-end and year-end processes and financial reporting.
- Provide advice and support to business units on financial processes and procedures.
- Maintain accurate records in the City's financial and recordkeeping systems.
- Support continuous improvement of finance processes and systems.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Financial Processing

- Check and process supplier invoices, credit notes and payment requests.
- Ensure correct approvals, coding and supporting documentation are in place.
- Process EFT payments and assist with payment runs.
- Support supplier set-ups and maintain accurate records.
- Assist with accounts receivable and other finance tasks as required.

Outcome: Reconciliations & Reporting

- Assist with bank, balance sheet and system reconciliations.
- Support month-end and year-end financial processes.
- Assist in preparation of financial reports, BAS and budget information.
- Maintain data accuracy across financial systems.

Outcome: Compliance & Systems

- Ensure compliance with GST, FBT and relevant legislation.
- Follow established procedures and maintain audit trails.
- Assist with maintaining finance procedures and work instructions.

Outcome: Customer Service & Support

- Provide guidance to staff on invoice processing, payments and finance procedures.
- Respond to enquiries from internal staff, suppliers and stakeholders.
- Liaise with other business units, auditors and financial institutions as required.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Strong customer service and communication skills.
- High level of accuracy and attention to detail.
- Good time management and organisational skills.
- Ability to work independently and in a team.
- Sound problem-solving and reconciliation skills.

Knowledge:

- Accounts payable, receivable and general finance processes.
- Basic understanding of Local Government accounting requirements.
- Microsoft Office applications.
- GST and basic accounting principles.

Experience:

- In a similar financial role

- Experience in processing transactions and reconciliations.

Qualifications / Clearances:

- Certificate or tertiary qualification in Accounting/Finance or equivalent experience

6. EXTENT OF AUTHORITY

- Works within established procedures and guidelines.
- Exercises initiative in day-to-day tasks.
- Seeks guidance on complex matters.
- Responsible for managing own workload and meeting deadlines.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction.

Internal:

- All other business units.

External:

- Suppliers and service providers.
- Financial institutions.
- Auditors and stakeholders.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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