

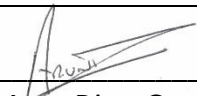


**LITCHFIELD COUNCIL
JOB DESCRIPTION**

TITLE: FINANCE & CUSTOMER SERVICE PROGRAM LEADER

LEVEL: BAND LEVEL 6

RESPONSIBLE TO: MANAGER CORPORATE SERVICES

Position Status:	Continuing Employment – Full Time
Position Approved by:  Arun Dias, General Manager Business Excellence	
Date: <u>1 September 2021</u>	

POSITION OBJECTIVES:

This position is responsible for providing effective leadership to ensure all financial records are accurately entered and maintained, and accounting and customer service support is delivered in line with Council's customer service charter.

KEY RESPONSIBILITIES:

- Undertake regular reviews on accounting and customer service procedures
- Perform general ledger reconciliations in line with policies and approve reconciliations undertaken by other finance staff
- Prepare and submit financial and other statutory returns including BAS, FBT, Grant Acquittals and other returns as required to relevant statutory bodies
- Maintain Council's investment portfolio under approval of the Manager Corporate Services
- Ensure data integrity of financial software system through review of audit reports for Accounts Payable, Accounts Receivable and Payroll Master data
- Assist with the preparation and distribution of detailed, accurate and timely financial reports to internal and external customers
- Provide financial accounting support for the preparation of end of year financial statements
- Provide management accounting support to other departmental units
- Supervise operational activities in the finance and customer Service area
- Other duties as directed within the skills and abilities of a position at this level

- Meet all Workplace Health and Safety requirements, and follow appropriate safety and health practices for self and others
- Effectively use Council's document management system ensuring tasks are actioned on time

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the Manager Corporate Services for the performance of key responsibilities outlined in the Position Description in accordance with relevant legislation and standards, established budget and policy guidelines
- Responsibility for making recommendations on Council's behalf internally and externally within established policy guidelines
- Responsible for ensuring that all requirements for OH&S, EEO and other legislative and regulatory responsibilities are observed

JUDGEMENT AND PROBLEM SOLVING:

- Make decisions on all matters that are within the responsibility of the position provided that these decisions are within any legislative requirements or Council policies / procedures, relevant standards and within budget
- Relevant guidance and counsel will be provided by the Manager Corporate Services and is available within the time required to make a decision
- Be able to apply a flexible approach to working with community groups, organisations and individuals
- Provide accurate advice and make informed decisions based on up to date knowledge and information

SPECIALIST KNOWLEDGE AND SKILLS:

- Sound knowledge of financial accounting principles and concepts
- The ability to prioritise tasks and manage time effectively
- Excellent communication skills
- Highly developed record keeping and administration skills
- Ability to maintain confidentiality in the handling of all information
- Well-developed problem-solving skills and the ability to exercise sound judgment
- The ability to work as both part of a team and independently

MANAGEMENT SKILLS:

- Ability to manage own time by setting priorities, planning and organising own work
- Ability to work with minimum supervision and successfully co-ordinate and complete work deadlines
- Ability to coordinate work commitments and meet agreed objectives and timelines
- Ability to utilise initiative in researching and analysing information

INTERPERSONAL SKILLS:

- Excellent written and oral communication and customer service skills
- Demonstrated capacity to adapt to changing circumstances and to be flexible in your approach to meeting challenges

- Ability to communicate effectively with internal and external stakeholders

QUALIFICATIONS AND EXPERIENCE:

- Diploma with experience, in Accounting or Financial Management or related discipline

KEY SELECTION CRITERIA:

- Diploma with experience, in Accounting or Financial Management or related discipline
- Demonstrated experience in establishing procedures and interpretation of Accounting Standards and legislation
- Experience and knowledge of financial accounting processes
- Excellent customer service skills
- Well-developed interpersonal, negotiation and conflict resolution skills
- Highly developed record keeping, administrative and time management skills
- Ability to work autonomously and in a team environment
- High level organisational and problem-solving skills
- Proficient in the use of Microsoft Office Suite programs
- Commitment to Occupational Health & Safety regulations and principles
- Successfully undergo a pre-employment assessment including a Criminal History Check
- Current Northern Territory Driver's License Class C minimum

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee: