

# **EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY**

## **POSITION DESCRIPTION**

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**POSITION:** Finance Officer – 0.7 FTE (over five days)

**REPORTS TO:** Accountant

### **POSITION OBJECTIVES**

This role provides key support to the Authority's Accountant (the Accountant) in the financial and commercial responsibilities of the Corporate Services unit.

Undertake day to day business activities and financial processes of the Authority including;

- Financial processing – accounts payable and receivable
- Payroll administration
- Asset and fleet management support
- General administrative support

### **KEY RESPONSIBILITIES**

#### **Financial Processing**

- Undertake financial accounting processes, i.e. accounts payable/receivable, provisions, accruals, etc. with a high degree of accuracy and integrity and within tight deadlines
- Assist with the administration of the payment of grants in accordance with Authority policies and procedures
- Maintain General Ledger to trial balance
- Complete bank reconciliations
- Assist with budget preparation and entry to financial system.

#### **Asset & Fleet Management**

- Maintenance of the Authority's Assets Register
- Report on custodianship of assets and test compliance
- Assist with the procurement of Authority vehicles and equipment to specifications in the Motor Vehicle procedures under the oversight of the Accountant
- Assist with the acquisition and disposal or trade of vehicles as required
- Regulate the operation of all motor vehicles and plant and equipment in accordance with Authority policies and procedures
- Ensure the proper maintenance of all Authority vehicles, plant and equipment.

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## **Payroll Administration**

- Process and remit payrolls for Authority employees, Board, advisory committees and hosted staff
- Complete all required reconciliations and meet all compliance obligations related to payroll processing, including superannuation, PAYG tax, federal government parental leave & child support
- Process and pay payroll related on costs, i.e. superannuation, payroll tax
- Complete year end reconciliations and compliance obligations, i.e. payment summaries, ATO data.
- Processing of Board/Committee members sitting fees and reimbursements
- Complete all required reconciliations related to payroll processing, including superannuation & PAYG tax and meet all compliance obligations

## **Administrative Support**

- General office duties including filing, photocopying and binding
- Coordinate the requisition & distribution of staff uniforms.

## **Other Business Support**

- Assist as required in the maintenance and ongoing review of the Authority's policies and procedures
- Other duties commensurate with the experience and skills required for this position.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge, experience and skills in financial and project accounting
- Proven knowledge, experience and skills in the processing of financial information
- Knowledge of payroll administration and preparation
- Knowledge of and proven ability in the use of computer applications including Word, Excel, Powerpoint, Microsoft Outlook
- Sound knowledge, experience and skills in office administration.

## **COORDINATION SKILLS**

- This position requires skills in time management, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible with the resources available and within set timetables
- Sound technical, conceptual and analytical ability with well developed written and oral communication skills.

## **INTER-PERSONAL SKILLS**

- This position requires the ability to gain co-operation and assistance from service providers, members of the public and other employees, in the administration of broadly defined activities
- Demonstrated ability to liaise with their counterparts in other organisations and ensure excellent external working relationships
- Ability to communicate effectively, both written and orally, and work cooperatively with all functions within the Authority.

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## **QUALIFICATIONS AND EXPERIENCE**

- The skills and knowledge needed for this position would normally be acquired through extensive experience in financial processing and control
- Candidates may have undertaken accounting based studies.

## **JUDGEMENT AND DECISION MAKING**

- Objectives are clearly defined though there is a regular requirement for adaptation to policies and processes which needs the ability to improvise with the use of available resources
- The incumbent will be encouraged to make appropriate decisions and interpret information as required. However guidance and advice is always available if a difficult or unusual problem is encountered.

## **ORGANISATIONAL RELATIONSHIPS**

<b>Supervises:</b>	Nil.
<b>Internal Liaisons:</b>	All EGCMA managers and staff.
<b>External Liaisons:</b>	Members of the public Contractors Debtors & creditors Government departments & agencies Banks Insurers Auditors.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

### **AREAS OF ACCOUNTABILITY**

#### Staffing

- Number of staff reporting directly: Nil.

### **EXTENT OF AUTHORITY**

Financial delegation: - in accordance with the Authority's Financial Instrument of Delegation.

## **KEY SELECTION CRITERIA**

- Proven knowledge, experience and skills in the processing of financial information
- Proven knowledge and skills in providing, using and understanding financial reports
- This position requires skills in time management, setting priorities, planning and organising to achieve specific and set objectives in the most efficient way possible with the resources available and within set timetables
- This position requires the ability to gain co-operation and assistance from service providers, members of the public and other employees, in the administration of broadly defined activities

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- Demonstrated ability to liaise with their counterparts in other organisations and ensure excellent external working relationships
  - The ability to effectively communicate and deal with staff and management at all levels and to resolve intra-organisational issues
  - Current Victorian Drivers Licence
  - A satisfactory National Police Check (no older than 12 months) must be provided prior to; or within four weeks from date of commencement with the Authority. *All costs will be at the employee's expense.*

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## WH & S Responsibilities Statement

The East Gippsland Catchment Management Authority (the Authority) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work area. This commitment includes establishing and maintaining safe systems of work, safe plant and equipment together with appropriate training and competent supervision.

Workplace Health & Safety is an area where all persons at the Authority have a shared or joint responsibility, with the Chief Executive Officer accepting overall responsibility. Management, including supervisors will always regard health and safety as their highest priority and will not knowingly place employees, contractors or members of the general public at risk.

## Responsibilities

### Board

- Exercise due diligence to ensure the Authority is appropriately managing its safety responsibilities
- Approval and annual review of the WHS Policy
- Monitoring health and safety performance and the implementation of the WHS Policy.

### Chief Executive Officer

- Operational delivery of the WHS policy together with the maintenance of all relevant procedures
- Operational delivery, management and annual review of the Safety Management System
- To exercise due care and diligence to meet applicable legal requirements
- Reporting to the Board on Workplace Health and Safety performance
- Ensure appropriate people and budgetary resources are provided for the Authority to deliver on its health and safety obligations
- Establish workplace health & safety responsibilities for employees, all levels of management and the workplace health and safety committee that will ensure the WH &S systems are effective.

### Managers

- Establish workplace health and safety leadership and demonstrate that their management decisions and actions are consistent with the intent of the Workplace health & safety policy
- Accept and communicate the workplace health and safety policy intent to all staff and ensure compliance.
- Review the Workplace Health & Safety Management system and relevant procedures annually
- Identify all potential workplace health risks and establish a program of prevention, monitoring and employee awareness
- Establish and implement effective induction and safe work skills training programs for all new employees and implement regular work skills retraining programs

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- Conduct investigations and implement corrective actions for all workplace occurrences i.e. lost time injuries, plant, product and equipment damage, minor injuries and near miss occurrences
  - Ensure injured employees are rehabilitated and an early return to the workplace is achieved
  - Encourage employee participation in hazard inspections, reporting and corrective action processes
  - Ensure sufficient protective equipment and personal protective clothing is available and correctly used and maintained
  - Periodically audit the effectiveness of the workplace health and safety systems.

### Supervisors

- Assist with the review of the Workplace Health & Safety Management system and relevant procedures
- Conduct regular recorded risk assessments/audits and ensure suitable controls are implemented on the basis of established priorities
- Communicate workplace health and safety performance and progress regularly to senior management.

### All Employees

- To accept and abide by the intent of the WH &S policy
- Comply with all safe work practices and procedures
- Undertake periodic retraining in safe work practices and safe work skills
- Undertake workplace inspections as required
- Report all hazards and hazardous activities to management
- Recommend corrective action and implement those solutions where possible
- Participate in reviews of work practices and procedures periodically
- Use protective equipment and personal protective equipment issued according to defined standards
- To contribute in incident investigations and when possible assist in the implementation of corrective actions
- To participate in rehabilitation programs if and when required
- Working with due care and consideration to safeguard their own health and safety and the health and safety of others