



Finance Officer (Accounts Payable) February 2025

Celebrating our diversity



Finance Officer - Accounts Payable – F250030

Part-Time/Full-Time (0.6 – 1.0 FTE), \$35.43 per hour (plus entitlements)

The Position

In this exciting opportunity the Shire of Manjimup is seeking a highly efficient and effective individual to undertake the Shire's accounts payable functions.

This role includes, but not limited to:

- Assist in maintaining Council's books of accounts, having regard to the appropriate accounting standards and the Local Government accounting requirements.
- Provide Council's purchasing function, creditors and debtors' preparation.
- Provide back up support to the Coordinator Finance and Administration.
- Monitor Grant Funding from collating through to acquittal.
- Ensure employees follow financial policies and procedures.
- Provide advice on accounts payable issues to management and employees across the shire as required.
- Process payments to all vendors and suppliers.
- Review and enforce accounts payable processes.
- Provide support to the Senior Administration Properties Officer.

Selection Criteria

To be successful in this role you will need:

1. 2 years' experience in a similar position, preferably in Local Government with exposure to debtors, creditors, payroll and grants.
2. Experience in accounts payable procedures with computerised accounts payable systems.
3. Knowledge of financial requirements, policies and procedures.
4. Sound knowledge and understanding of accrual accounting principles and procedures, GST legislation and EFT processes.
5. Efficient and accurate numeracy, keyboard and computer skills, including the use of Microsoft Word, Excel, Outlook, Financial management systems.
6. Excellent written and verbal communication skills.
7. Sound time management and organisation skills.
8. Sound working knowledge of Local Government Accounting Standards and Local Government (Financial Management) Regulations 1996. (Desirable)

To Apply

Visit www.manjimup.wa.gov.au for information about the position, including the position description, application details, information about the Shire of Manjimup, and benefits of the local community. For further inquiries, please contact Emily O'Neil, Human Resources Manager, at hr@manjimup.wa.gov.au or at 9771 7777.

Closing Date: 5.00pm Wednesday, 19 February 2025

The Shire of Manjimup reserves the right to commence interviews prior to the closing date.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include the following:

1) Cover Letter

- A short statement highlighting experience and expertise relating to the position.

2) Selection Criteria Statement

- Describe your relevant skills, knowledge, experience, and qualifications that align with the position requirements and would support your successful completion of the duties associated with the role.
- Ensure each criterion is addressed separately in a clear, concise and relevant manner.

3) Resume (Curriculum Vitae)

- Name, address, email and telephone number.
- Education and Training achievements.
- Work history - including employment dates, duty details and achievements.
- Activities undertaken outside of work which you consider are relevant to the position.
- Names and contact details (email and telephone number) of 2+ referees who can (preferably) comment on work experience relevant to the position.

4) Supporting Documents

- Please provide only copies of supporting documents.

Applications

Late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify applicants. Applications can be:

1. Lodged online via the Shire application portal
2. Emailed; marked "Private & Confidential - CEO" to info@manjimup.wa.gov.au
3. Mailed to

<p><i>Benjamin Rose – Chief Executive Officer</i> <i>Shire of Manjimup</i> <i>PO Box 1, MANJIMUP WA 6258</i></p>
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Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Compliance with any State Government Directions for COVID-19
- Right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Position Description

Finance Officer: Accounts Payable

Directorate	Business
Department	Finance and Administration Services
Reports to	Coordinator Finance and Administration
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 3
Primary Location	Shire of Manjimup Administration Office
Position Benefits	Nil

Position Objectives

- Assist in maintaining Council's books of accounts, having regard to the appropriate accounting standards and the Local Government accounting requirements.
- Responsible for the provision of Council's purchasing function, creditors and debtors preparation.
- Provide back up support to the Coordinator Finance and Administration.
- Monitor Grant Funding from collating through to acquittal.
- Ensure all employees are following financial policies and procedures.
- Provide advice on accounts payable issues to management and employees across the shire as required.
- Process payments to all vendors and suppliers.
- Review and enforce accounts payable processes.
- Provide support to the Senior Administration Properties Officer.

Key Duties and Responsibilities

- Accurate and timely processing of invoices and supplier and contractor payments.
- Monthly reconciliation of subsidiary creditor ledgers to General Ledger.
- Administer the Shire purchasing activities in line with predetermined policies and procedures.
- Preparation of financial reports as they relate to the accounts payable functions.
- Coordination and management of EFT/cheque payments.
- Complete month end processes and reports.
- Complete end of year processes and reports.
- Set up, Update and maintain creditor account data.
- Prepare and process journal entries where required in consultation with Coordinator Finance and Administration.
- Internal audit duties relating to Accounts Payable.
- Prepare monthly agenda items to Council.
- Assist with the processing and reconciliation of Council's corporate credit cards.

- Assist Coordinator Finance and Administration with compilation of fringe benefit tax.
- Liaise with internal and external clients and ensure queries are resolved in a professional and timely manner.
- Review of purchase orders in the committal system.
- Maintain and monitor uniform subsidy.
- Coordinate and continual balancing of Accrued expenses.
- Monitor, record and journal pre-payment transactions in line with accounting practices.
- All supplier/contractor Accounts/Statement Reconciliations.
- Monitor and Process loan repayments.
- Preparation and coordination of Councillor Allowances.
- Monitor and process retentions in consultation with Coordinator Finance and Administration.
- Allocate fuel purchases from Fleet records and process internal cost allocations.
- Maintain correct record keeping of invoices and payment vouchers according to Local Government and accounting policies.
- Advise other employees of appropriate course of action relation to accounts payable.
- Provide administrative support to the Senior Administration Properties Officer.
- Provide relief support, in the absence of the Payroll Officer, in processing Council's fortnightly pay run and associated activities.
- Daily guidance and support provided to colleagues.

Physical and Environmental Demands

- Office based; sitting, walking and bending.
- Driving is an essential requirement.
- Use of computers is essential.
- Deals with highly sensitive/conflict situations.

Extent of Authority

- Operates under general direction of the Coordinator Finance and Administration within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

Skills

- Efficient and accurate keyboard and computer skills.
- Excellent numeracy skills.
- Excellent written and verbal communication skills.
- Sound time management and organisation skills.
- Ability to show initiative.

Knowledge

- Sound working knowledge of Local Government Accounting Standards and Local Government (Financial Management) Regulations 1996.
- Sound knowledge of accounting practices.
- Sound knowledge of costing systems.
- Developed knowledge in accounts payable functions.
- Sound knowledge of EFT processes.
- Sound knowledge and understanding of accrual accounting principles and procedures.
- Sound knowledge and understanding of GST legislation.
- Sound knowledge of Council's organisational structure and function.
- Sound knowledge of Council's Policies and Procedures.
- Extensive knowledge of financial requirements, policies and procedures.
- Exposure to relevant industrial awards, including interrupting awards and any EBA agreements in place (desirable).
- Exposure to payroll operations and computerised payroll programs (desirable).

Experience

- 2 years' experience in a similar position, preferably in Local Government with exposure to debtors, creditors, payroll and grants.
- Sound level of computer program experience – Microsoft Word, Excel, Outlook, Financial management systems.
- Experience in accounts payable procedures.
- Experience with computerised Accounts Payable system.
- Exposure to the maintenance and use of a range of computerised payroll systems (desirable).

Qualifications

- Completion of Year 10 Certificate with English and Maths.
- Current "C" class drivers licence.
- National Police Clearance.