



Senior Finance Officer

Business Unit	Corporate and Community
Areas of Responsibility	Finance
Team	Finance and Business
Classification	CPL EBA L7
Reporting to	Manager Finance and Business
Positions Reporting to it	Nil
Employment Condition	City of Port Lincoln Enterprise Bargaining Agreement 2022-2025



Economic Growth and Opportunity

We will be an innovative, diverse and growing local economy



Liveable and Active Communities

We will be a healthy, safe, inclusive and empowered community



Governance and Leadership

We will be strategically driven, community aware and accountable



Sustainable Environment

We will be clean, green, renewable and resilient



Community Assets and Placemaking

We will be a welcoming, liveable and accessible City

OUR VALUES



RESPECT

We are **Approachable | Considerate | Empathetic | Inclusive
Professional | Understanding**

- We are **open** to constructive feedback and ideas from everyone.
- All people feel **accepted** and **valued** in the workplace.
- Everyone has the opportunity to be **heard**.



INTEGRITY

We are **Accountable | Consistent | Authentic
Trustworthy | Genuine**

- We **do** what we say we do, and **speak up** beforehand if we can't.
- We act **honestly** and **transparently**.
- We **own** our decisions, **celebrate** our successes, and **learn** from our mistakes.



INNOVATION

We are **Inspiring | Progressive | Adaptive**

- We **empower** our people to **improve** the **effectiveness** and **efficiency** of their work.
- We are **flexible** and **open-minded** to change.
- We find ways to do **more with less** (except for safety!)
- We **think differently** and **apply learnings**.



Council Administration

Level One, Civic Centre
60 Tasman Terrace, Port Lincoln SA 5606
PO Box 1787, Port Lincoln SA 5606

Telephone : 08 8621 2300 Fax: 08 8621 2399
Email : plcc@plcc.sa.gov.au
Website : www.portlincoln.sa.gov.au



How does this Position contribute to our Community?

- Ensure that legislative compliance with respect to financial preparation and reporting is met
- Provide accurate and timely financial reporting to the community.

What does this Position do?

Preparation of Annual Financial Statements, Annual Business Plans and Budgets to meet legislative requirements. Provide support services to Council's Management Team and Executive in undertaking strategic financial activities in the areas of Asset Register data review and revaluations; review and integration of Asset Management and Long Term Financial Plans in line with corporate outcomes.

Key Objectives

- Ensuring all legislative compliance with respect to financial preparation and reporting is met in relation to the following:
 - Annual Financial Statements
 - Annual Budget Preparation and development
 - Long Term Financial Plans
- Accurate maintenance and processing of Council's financial records including assistance in
 - General Ledger maintenance
 - Review of Fees and Charges Schedule
- Administration of Fringe Benefits Tax
- Timely and accurate Budget Management and Preparation - monthly, quarterly and annual
- Completion of End of Financial Year Statements and Report
- Preparation of Interim and End of Financial Year financial schedules for external auditor review
- Providing accurate and timely financial information as required
- Reporting of incidents, near miss, injuries, property damage and identified hazards
- Taking reasonable care to protect their own safety and the health and safety of others.
- Following reasonable instruction on health and safety and injury management.
- Actively participating in training and WHS programs as required.

Essential Qualifications, Experience, Knowledge & Skills

- Demonstrated Experience in Similar Position or Industry
- Certificate Level Qualification in Financial Services
- Proficient IT Skills
- Knowledge of Long Term Financial Reporting Processes
- Understanding and interpretation of financial statements
- Demonstrated Experience in office administration

Highly regarded but not essential Qualifications, Experience, Knowledge & Skills

- Bachelor's Degree Qualification in Finance/Accounting
- Demonstrated Experience in Asset Management
- Understanding of Accounting Standards
- Understanding and interpretation of financial ratios

- Experience in Magiq Software
- Demonstrated Management Experience

Key performance indicators

- Budget reviews adopted by Council within set timeframes
- Annual Financial Report adopted within legislative deadline
- Fees and Charges adopted within timeframes
- Monthly budget reviews completed accurately and timeously
- Accurate financial reporting completed within timeframes
- Statutory reporting applicable to the role is completed within legislative timeframes
- Ensure identified WHS responsibilities are being undertaken within required timeframes

Corporate Requirements

We expect employees of the City of Port Lincoln to embrace the below principles

POLICY & PROCEDURE	Observe and adhere to Council Policies, Procedures and Best Practice Statements. Comply with Record Management requirements as per the State Records Act 1997.
WORK PLACE FLEXIBILITY	Council acknowledges that a multi-skilled workforce provides a broader range of skills which bring a greater flexibility to the work area, you may therefore be asked to comply with reasonable direction to perform duties outside of the scope of the position description. Employees are responsible for managing their leave and accrued time so that entitlements do not impact negatively on their work team.
WHS & RISK MANAGEMENT	Adhere to Council's Work Health & Safety (WHS) and Risk Management requirements including participating in the review of Policies and Procedures. Contribute to a constructive culture where safety is placed first.
RECORD KEEPING	Employees are responsible and accountable for adequately managing the corporate records they create and receive according to relevant policies, procedures and legislation, including the State Records Act.
TEAM WORK	Proactively participate in your work team and comply with the Code of Conduct for Council Employees 12.63.12.

ACKNOWLEDGEMENT

This position description has been designed to indicate the general nature and level of work performed by employees in this position and classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities required of employees assigned to the role.