JOB & PERSON SPECIFICATION

POSITION TITLE
ADMINISTRATION OFFICER - FINANCE

CLASSIFICATION
City of Port Lincoln Enterprise Bargaining Agreement 2016-2019
Classification Criteria EBA07 LEVEL 2.1 INDOOR to EBA09 LEVEL 2.2 INDOOR

36 to 45 hours per fortnight dependant on the successful candidate

INCUMBENT

REVIEW DATE
31.03.2017

CORPORATE VISION –STRATEGIC DIRECTIONS PLAN

A PROGRESSIVE, VIBRANT AND SAFE COASTAL CITY THAT IS AN ATTRACTIVE PLACE IN WHICH TO LIVE, WORK AND GROW.

Our Mission
The vision reflects our commitment to:
- Providing services and infrastructure that meet the needs of our community
- Building a safe environment for our community
- Improving community wellbeing and environmental sustainability

Our Principles and Values
We are committed to:
- Honesty and transparency in all things we do
- Accountability and fiscal responsibility
- Being responsive to our community’s needs
- Awareness of and responsiveness to emerging trends
- Being socially responsible
- Providing community spaces and facilities which meet Risk Management requirements
- Providing safe work places for employees and contractors
- Providing leadership to the Community
- Actively engage and communicate with the Community and external stakeholders

Position Requirements & Description

OBJECTIVE
Administration support in the financial services area primarily in the areas of:
Asset Administration, Bank Reconciliation and BAS.

Authority and accountability:
Completion of basic tasks involving the utilisation of a range of basic skills under established practices and procedures. Work is monitored under supervision either individually or in a team environment.
### Judgment and problem solving:
Judgment is limited to the tasks to be performed and may involve the use of a limited range of tools, techniques, and methods within a specified range of work. An employee may resolve minor problems that relate to immediate work tasks.

### Specialist knowledge and skills:
Obtained through on-the-job training and workplace induction training. May include off-the-job training through accredited short courses.

### Management skills:
Not required at this level.

### Interpersonal skills:
Limited to basic communications with other staff and possibly with the public.

### Qualifications and experience:
Completion of Year 10 and/or an appropriate labour market program or similar work/skills. For trade-based employees - hold an appropriate Equipment Operator Qualification for the relevant Council plant.

### Job Requirements
Cross-skilling and job rotation is a requirement of the role.

#### Essential:
- Demonstrated Experience in Accounts
- Demonstrated Experience in Asset Administration
- Demonstrated Experience in Bank Reconciliation
- Demonstrated Experience in Similar Position or Industry
- Proficient IT Skills

#### Desirable:
- Demonstrated Experience in Office Administration
- Demonstrated Experience in Customer Service
- Demonstrated Experience in Records Management

### ORGANISATIONAL RELATIONSHIPS
- Reports to: Manager Finance And Business
- Supervises: Nil
- Service Area: Finance and Business

### 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 increased flexibility to the work area. You may therefore be asked to comply with reasonable direction to perform duties outside the scope of the Job and Person Specification.

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, Procedures and SWIs.

### 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 City of Port Lincoln Code of Conduct 12.63.12.
<table>
<thead>
<tr>
<th>Skill Code</th>
<th>Description of Key Task / Skill</th>
<th>Level Required</th>
<th>Key/General/Backup Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7W</td>
<td>ASSET FINANCIAL MODULE - ADMINISTRATION</td>
<td>1</td>
<td>KEY</td>
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<tr>
<td>7AX</td>
<td>ASSET MAINTENANCE MODULE - ADMINISTRATION</td>
<td>1</td>
<td>KEY</td>
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<tr>
<td>7X</td>
<td>BANK RECONCILIATION ADMINISTRATION</td>
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<td>KEY</td>
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<tr>
<td>7K</td>
<td>FINANCIAL REPORTS - ADMINISTRATION</td>
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<tr>
<td>9E</td>
<td>GENERAL ADMINISTRATION - REVIEW AND UPDATE PROCEDURES AS REQUIRED</td>
<td>1</td>
<td>KEY</td>
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<tr>
<td>7H</td>
<td>GENERAL LEDGER - UNDERSTANDING OF</td>
<td>1</td>
<td>KEY</td>
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<tr>
<td>9A</td>
<td>MEETINGS - ADMINISTRATION (AGENDA &amp; MINUTES)</td>
<td>1</td>
<td>KEY</td>
</tr>
<tr>
<td>9C</td>
<td>MEETINGS - SET UP</td>
<td>1</td>
<td>KEY</td>
</tr>
<tr>
<td>7AM</td>
<td>ASSET MANAGEMENT PLAN - ADMINISTRATION</td>
<td>1</td>
<td>ASSIST</td>
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<tr>
<td>7F</td>
<td>ACCOUNTS PAYABLE - ADMINISTRATION</td>
<td>1</td>
<td>BACKUP</td>
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<tr>
<td>7G</td>
<td>ACCOUNTS RECEIVABLE - ADMINISTRATION</td>
<td>1</td>
<td>BACKUP</td>
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<tr>
<td>7D</td>
<td>BPAY FILE PROCESSING</td>
<td>1</td>
<td>BACKUP</td>
</tr>
<tr>
<td>7E</td>
<td>CASH HANDLING RECEIPTING CUSTODY &amp; BANKING</td>
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<td>GEN</td>
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<tr>
<td>2F</td>
<td>CUSTOMER SERVICE - PHONE AND COUNTER</td>
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<tr>
<td>12AJ</td>
<td>DIARY AND APPOINTMENT CO-ORDINATION</td>
<td>1</td>
<td>GEN</td>
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<tr>
<td>17D</td>
<td>EVENT MANAGEMENT - ASSIST WITH</td>
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<tr>
<td>9D</td>
<td>GENERAL ADMINISTRATION - INCLUDES DAILY OPERATIONAL TASKS</td>
<td>1</td>
<td>GEN</td>
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<tr>
<td>13H</td>
<td>MAIL COLLECTION OPENING &amp; POSTING</td>
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<td>GEN</td>
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<tr>
<td>12F</td>
<td>MANUAL HANDLING</td>
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<tr>
<td>19F</td>
<td>OUTLOOK - BASIC KNOWLEDGE</td>
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<td>GEN</td>
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<tr>
<td>13K</td>
<td>RECORDS - BASIC KNOWLEDGE OF HOW TO LOOK UP</td>
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<td>GEN</td>
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<tr>
<td>13L</td>
<td>RECORDS - UNDERSTANDING USE OF SCAN / WORKING DIRECTORY</td>
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<tr>
<td>13A</td>
<td>RECORDS MANAGEMENT - CODING OF INCOMING CORRESPONDENCE</td>
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<tr>
<td>13C</td>
<td>RECORDS MANAGEMENT - COMPLETION OF RECORDS</td>
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<tr>
<td>13B</td>
<td>RECORDS MANAGEMENT - FILING OF COMPLETED RECORDS</td>
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<tr>
<td>6M</td>
<td>STATIONERY ADMINISTRATION</td>
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<tr>
<td>6H</td>
<td>TEAROOM &amp;/OR CHAMBERS SUPPLIES STOCK CONTROL</td>
<td>1</td>
<td>GEN</td>
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<tr>
<td>13J</td>
<td>TEMPLATE ADMINISTRATION</td>
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<td>GEN</td>
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**WHS AND SAFE WORK INSTRUCTIONS RELEVANT TO POSITION**

<table>
<thead>
<tr>
<th>Skill Code</th>
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<tbody>
<tr>
<td>12CX</td>
<td>SWI117 - MANUAL HANDLING</td>
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<td>SWI</td>
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<tr>
<td>12CL</td>
<td>SWI130 - AGGRESSIVE/ THREATENING BEHAVIOUR</td>
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<td>SWI</td>
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<tr>
<td>12AH</td>
<td>INDUCTION - WORK HEALTH AND SAFETY BASIC AWARENESS</td>
<td>1</td>
<td>WHS</td>
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<tr>
<td>12AX</td>
<td>OSPRO13 - WORKPLACE INSPECTION PROCEDURE AWARENESS</td>
<td>1</td>
<td>WHS</td>
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<tr>
<td>12BC</td>
<td>OSPRO14 - FIRST AID PROCEDURE AWARENESS</td>
<td>1</td>
<td>WHS</td>
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<tr>
<td>12BJ</td>
<td>OSPRO15 - EMERGENCY MANAGEMENT PROCEDURE AWARENESS</td>
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<tr>
<td>12BL</td>
<td>OSPRO18 - ELECTRICAL SAFETY PROCEDURE AWARENESS</td>
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<td>WHS</td>
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<tr>
<td>12BD</td>
<td>OSPRO20 - HAZARDOUS MANUAL TASKS PROCEDURE AWARENESS</td>
<td>1</td>
<td>WHS</td>
</tr>
</tbody>
</table>
LEADERSHIP SKILLS

**JOBREQ31**
**LEADERSHIP:**
- Sets high standards for self and others
- Enthusiastic and motivated
- Demonstrates patience and empathy
- Provides clear, decisive direction
- Compliance with 'Safe Work Place' legislation and promotes positive organisational culture
- Co-ordinates and manage resources effectively
- Supports organisational learning (training & developing employees) - performance appraisals
- Encourages quality programs and supports a continuous improvement culture

**JOBREQ35**
**TIME MANAGEMENT:**
- Sound planning skills.
- Effective prioritisation.
- Monitors, evaluates implementation of plans, modifies where relevant.
- Manages and follows through with multiple tasks.
- Appropriate delegation.

**JOBREQ34**
**COMMUNITY RELATIONS:**
- Presents professional image.
- Facilitates and contributes to organisational focus at strategic level.
- Accepts accountability for efficient and responsible service delivery.
- Effective working relationship with elected members.
- Articulate - clear and concise expression of complex concepts.
- Effective correspondence and reports.

**JOBREQ33**
**COMMUNICATION:**
- Uses language appropriate to audience
- Confident speaker
- Communicates council vision and goals effectively
## PROFESSIONAL DEVELOPMENT:
- Regularly updates professional and/or discipline related knowledge.
- Establishes appropriate networks.

## QUALITY
- Understands importance of quality and continuous improvement principles and produces good standard of documentation with attention to detail and timeliness.
- Willingness to embrace change in practices and procedures.
- Administrative roles – employee has information technology skills relevant to the job & person specification.
- Responds to feedback and applies feedback to improve performance.

## ADHERENCE TO WHS
- I must take reasonable care for my own safety and take reasonable care to ensure acts or omissions do not adversely affect the health and safety of others.
- I must comply with reasonable instructions from council to assist them in complying with the WHS Act; and cooperate with policies and procedures relating to health and safety that workers have been notified of.

## TEAMWORK
- Ability to work co-operatively with other team members and seeks relevant additional information and or assistance from other staff.
- Makes suitable recommendations to assist management and contribute to team effectiveness.
- Values others contributions, skills and knowledge.
- Shares time, knowledge and skills with other members of the team.

### ACKNOWLEDGEMENT
This job and person specification 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 require of employees assigned to the role.

**J&P FILE COPY**

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- [ ] In record Status REVIEW and put DATE
- [ ] Print and file