



## POSITION DESCRIPTION – ADMINISTRATION OFFICER

<b>TITLE:</b>	<b>FINANCE/ADMINISTRATION OFFICER</b>
<b>PURPOSE:</b>	Co-ordinate and perform various office administration duties relating to the Shire of Peppermint Grove's Finance
<b>CLASSIFICATION:</b>	Full -time, ECA Level 4 -38 hrs per week
<b>LOCATION:</b>	Shire Administration Office, 1 Leake Street, PEPPERMINT GROVE

### ORGANISATIONAL RELATIONSHIPS:

**Responsible to:** Senior Finance Officer

**Direct supervision of:** Nil

**Indirect supervision of:** Nil

**Internal Liaison:** All employees and Contract Rangers

**External Liaison:** All stakeholders involved in development matters within the district but especially:

- Residents and ratepayers
- Registered Builders
- State Land Service and other government departments/agencies
- WA Building Commission
- Debt Collection Service
- Fines Enforcement Registry
- Security and Key Service Providers

### MAIN DUTIES/RESPONSIBILITIES/REQUIREMENTS:

- Undertake daily banking as required
- Provide customer service (over-the-counter, telephone or electronic) relating to financial and administrative functions including cash/cheque/EFTPOS receipting when required
- Customer Service also includes assisting members of the public and stakeholders with enquiries on information about the Shire and general advice on the operations of the Shire
- Assistance with payroll and creditors payment processing
- Administrative functions of infringement recording and enforcement through final demands and Fines Enforcement Registry (FER)
- Manage and update contracts register as changes occur.
- Issue debtors invoices in accordance with contract conditions that reoccur on a yearly, quarterly or monthly basis.
- In the absence of the Planning Officer, assist in the processing of Building Licence and development applications
- Lodge the monthly BCITF return
- Conduct research and due diligence to provide solutions to the CEO's Office for special business projects.



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- Assist the Manager of Infrastructure with administrative tasks

### COMPETENCIES:

#### Knowledge:

- Knowledge of local government with an understanding of finance practices and procedures.
- Sound interpersonal, public relations and customer service skills, with the ability to liaise with all levels and work in a team environment.
- Knowledge of law and fines enforcement ( Desirable)
- Local Government Act

#### Qualifications:

- Progress towards tertiary qualifications in Finance or similar (desirable but not essential);
- Holder of a Western Australian (or equivalent) current 'C' or 'C-A' class driver's licence.

#### Experience:

- Desirable (but not essential) Minimum of two (2) years' experience in an administrative or process-oriented role and function, desirably (but not essentially) in local government.

#### Selection Criteria:

- Computer literacy and proficiency including use of Microsoft Office 365, Microsoft Dynamics NAV (CouncilFirst local government enterprise system- desirable)
- Relevant Experience in an Accounting environment, Research and investigation skills;
- Record searching and retrieval.

#### EXTENT OF AUTHORITY:

The incumbent for this position operates within the limits of Council policy and relevant legislative constraints and will have some delegated authority from the Council/Chief Executive Officer to deal with related matters of an administrative nature within the Corporate Services section of the organisation.

*This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.*

**I have read and accept the change of duties**

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**NAME OF EMPLOYEE**