

ACCOUNTS OFFICER

POSITION & PERSON DESCRIPTION

March 2025



City of
Norwood
Payneham
& St Peters

POSITION DETAILS

DEPARTMENT:	Chief Executive's Office
UNIT:	Finance
SECTION:	-
ORGANISATIONAL RELATIONSHIP:	<p>This position reports to the Senior Finance Business Partner.</p> <p>The Position is also expected to work in collaboration with all positions across the organisation.</p>
DIRECT REPORTS:	Nil.
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	General Officer, Level 2
SPECIAL CONDITIONS:	Nil.

POSITION OVERVIEW

The Accounts Officer Reports to the Senior Finance Business Partner and is responsible for ensuring the Council's financial payments are recorded in a timely manner and payments are made in accordance with the Council's payment policy and Council's debt collection processes are undertaken.

The Accounts Officer will support the Finance Unit in Accounts Payable, Accounts Receivable and by assisting in general accounting tasks, including but not limited to, processing day-to-day financial transactions, assist with insurance queries and renewals and other ad hoc tasks and/or projects. This role is also pivotal for succession planning within critical roles in Finance team.

POSITION OBJECTIVES

- The Accounts Officer will be responsible for ensuring the Council's financial obligations are recorded in a timely manner and payments of such obligations are made in accordance with the Council's Expenditure Delegations and Payments Policy.
- The Accounts Officer helps ensure the company maintains healthy cash flow and minimizes the risk of bad debts, contributing to the overall financial stability of the organization.
- The Accounts Officer will support the Finance Team by assisting in general accounting and/ or administrative tasks as required.

KEY RESPONSIBILITIES

1. ACCOUNTS PAYABLE

- Ensure that supplier invoices are forwarded to responsible officers for authorisation on a timely basis.
- Ensure that supplier invoice details are processed in a timely and accurate manner into the Council's creditors system.
- Ensure that all supplier payments are authorised in line with the Council's Expenditure delegations.
- Ensure that supplier Masterfile details are up to date, with changes made in accordance with the relevant Council policies.
- Liaise with staff and suppliers for the prompt resolution of discrepancies and disputes.
- Process payment runs in accordance with the Council's Payment Policy.
- Assist with monthly corporate credit card processing and reconciliation.
- Undertake End of Month processing for Accounts Payable.
- Assist with completing audit tasks for Accounts Payable.

Performance Indicators

- Key processes and procedure documentation is kept up to date and processes are undertaken in an accurate, effective, efficient and timely manner.
- Payments are processed in a timely and accurate manner in accordance with the relevant Council Policies and requirements.
- Corporate records and data are entered into systems in an accurate and timely manner and are maintained in accordance to the State Records Act 1997 and the Council's expectations.
- Data extraction and reporting for payments and petty cash is undertaken in an accurate and timely manner.
- Enquires are addressed and resolved in a friendly, helpful and timely manner.

2. ACCOUNTS RECIEVABLE

- Managing and monitoring outstanding Debtors balances.
- Work closely with Council's debt collection agency to update debtors lists and review debt amounts on a regular basis.
- Timely and regular follow up on payments for outstanding amounts.
- Management reports on debtors outstanding to be provided to Senior Finance Business Partner, Chief Financial Officer and relevant managers to review debt.
- Prepare the Debtor Write Off list, once a year to be reviewed by the Chief Financial Officer and Chief Executive Officer.
- Liaise with staff and debtors for the prompt resolution of discrepancies and disputes.
- Resolve errors, discrepancies and disputes in an effective, efficient, timely and accurate manner.
- Ensure that Debtor Masterfile details are up to date, with changes made in line with policy.

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- Undertake End of Month processing for Accounts Receivable.
- Assist with completing audit tasks related to Accounts Receivable.
- When required, ensure that invoices are raised and processed in timely and accurate manner and in accordance with deadlines and the approved processes.

Performance Indicators

- Key processes and procedure documentation is kept up to date and processes are undertaken in an accurate, effective, efficient and timely manner.
- Annual review of debtor write offs to be presented in a timely and accurate manner.
- Timely attendance to all outstanding balances.
- Error and discrepancies raised and resolved effectively.
- Monthly review of Debtor Ageing to be presented with Comments to Management for review.
- Monthly reconciliations performed by the deadlines.
- Corporate records and data are entered into systems in an accurate and timely manner and are maintained in accordance to the State Records Act 1997 and the Council's expectations.
- When required, assist Accounts Receivable officer to raise and issue invoices in a timely and accurate manner in accordance with the relevant Council Policies and requirements.

3. FINANCE SUPPORT AND ADMINISTRATION
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- Respond to general insurance queries from employees and Council's insurer.
- Assist with insurance renewal at year end.
- Assist other staff in the Finance Unit, by undertaking general accounting activities and administration duties, as required.
- Respond to and resolve general enquiries.
- Provide general administrative support to the Finance Unit.

Performance Indicators

- Key processes and procedure documentation is kept up to date and processes are undertaken in an accurate, effective, efficient and timely manner.
- Corporate records and data are entered into systems in an accurate and timely manner and are maintained in accordance to the State Records Act 1997 and the Council's expectations.
- Service is provided and enquires are addressed and resolved in an accurate, effective, efficient and timely manner.
- Enquires are addressed and resolved in a friendly, helpful and timely manner.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- A minimum of two (2) years' experience.
- Knowledge of the fundamentals of accounts payable and accounts receivables principles.
- Proficient in Microsoft Office suite of products, especially Microsoft Excel.
- Exceptional alphanumerical accuracy and attention to detail.
- Sound knowledge of service quality principles.
- Committed to continuous improvement.
- Ability to manage time, set priorities, plan and organise own work to provide an efficient and effective service.
- Friendly, approachable, and amicable demeanour.

DESIRABLE CRITERIA

- Certificate level qualifications in accounting, finance, business or administration (Desirable)

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;

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- correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position Accounts Officer.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Insert Name of Incumbent.
ACCOUNTS OFFICER

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.