



Northern Peninsula Area Regional Council

Employment opportunity

Senior Finance Officer (Debtors)

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking a **Senior Finance Officer (Debtors)**, to join the Corporate & Finance Services Team.

The Senior Finance Officer (Debtors) is responsible for effective and efficient management of the Council's debtors systems, personnel and related functions. Key accountabilities for the Senior Finance Officer (Debtors) position include accuracy and timeliness of work. Senior Finance Officer (Debtors) must follow standard procedures, learn other accounting and office functions, and develop problem solving skills to identify and deal with more complex accounts issues as they arise.

In this role you will have the opportunity to:

- Maintain a current knowledge and awareness of developments associated with the key responsibility areas by reading and attending training courses as appropriate
- Attend all relevant internal and external meetings that assist with the development and maintenance of Council's financial policies and procedures
- Maintain at all times the confidentiality of information about employees, clients, volunteers and other personnel
- Ensure Council policies and procedures are adhered to at all times

Debtors Processing

- Manage overall operations of the accounts receivables process and debtors' staff
- Process with 100% accuracy all accounts receivable (debtor) transactions for all clients and customers in accordance with policy and procedures; liaising with other managers as necessary
- Oversee, prepare and send invoices, statements and credit notes and adjustments to NPARC customers
- Liaise with relevant departments to ensure that NPARC customers are invoiced correctly and timely
- Process debtor receipts and follow up outstanding debts

- Review outstanding debtors and oversee the management and follow up of non-paying debtors accounts to ensure payments are made within payment terms and relative action is taken against bad debts
- Maintain records as required for audit purposes
- Maintain debtors' files including contact details.
- Provide excellent internal and external customer service.
- Manage the Debtors inbox.
- Manage and ensure Finance Officer (Debtors) is processing invoices, statements, credit notes and adjustment and outstanding matters are follow up within 14 days of invoice issue
- Reconcile debtors, statements and systems to ensure all accounts are kept up to standard.
- Ensuring all relevant debtor related information is entered and maintained within PCS
- Backfill as necessary to support vacancies in other areas of the finance team
- Train other nominated staff within the Finance Division to a level necessary to provide support and back up assistance to undertake the debtors function.

In return for your valued contribution, you will be rewarded with:

- Permanent Fulltime Employment
- \$70,718 to \$86,415 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential:

1. Experience and high level of computer literacy in specific financial software
2. Proven ability to undertake the day to day financial administration duties associated with purchasing, creditor processing, receipting and debtors functions
3. Proven experience in processing end-to-end Payroll
4. Demonstrated ability to operate all functions of a computerised Payroll System including the provision of standard reports
5. Ability to interpret awards and certified agreements
6. Good written and verbal communication skills
7. Ability to work toward deadlines and in accordance with strict quality standards
8. Proven ability to use MS Word, Excel, Outlook and an ability to become proficient in the use corporate IT Systems such as electronic record and document management system (TRIM)
9. High level of reliability, honesty & integrity
10. Understanding the practical application of WH&S requirements

11. Ability to solve problems
12. Proven ability to work as a part of a team.

Desirable

13. Hold current drivers licence
14. Certificate in Finance or equivalent .

PERFORMANCE INDICATORS:

- As required and expected workplace attendance rate, with consistent punctuality.
- Completion of all duties in a timely and efficient manner.
- Compliant notification to supervisor in respect to work absence and leave requirements.
- Compliance with all Council policies & procedures, with high regard to Confidentiality, Code of Conduct and WH&S procedures.
- Modelled high standard of behaviour and work ethics as a Manager.
- Safe work practices developed and followed.
- Effective in building and sustaining professional relationships.
- Knowledge of physical and electronic use Council operating systems.
- Distinguishes between professional and private conduct and behaviour.
- Demonstrates flexibility to complete prioritized scheduled deadlines with importance.
- Utilizes resources to meet demand.
- High standards of work quality and behaviour.
- Workplace, Health and Safety is abided by and shared with others.
- Promotes positive behaviour to reflect NPARCs good standing within the community.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Friday 9th February 2024