



Position: Senior Administration Officer (ADM-02)

1.0 Position Summary:

Assist in the sound financial management of the Shire and ensure that finance and administrative tasks are satisfactorily completed.

2.0 Department/Section:

Administration

3.0 Management Area:

Administration

4.0 Base Work Location:

Shire of Dundas Administration Office, 88-92 Prinsep Street, Norseman, WA 6443

5.0 Agreement Coverage:

Conditions of employment are governed by the Local Government Industry Award 2010.

6.0 Hours:

38 hours per week to be worked between the hours of 7.30am and 6.00pm, Monday to Friday. Unless otherwise negotiated with the Chief Executive Officer.

7.0 Remuneration Level(s):

Remunerate at Level 5 to Level 9 of the Local Government Industry Award 2010.

8.0 Additional Benefits:

8.1 Additional 5% super in accordance with Council policy.

8.2 In accordance with the Local Government Industry Award 2010.

9.0 Delegated Authority:

Purchase Order Delegation

Up to and including \$10,000 in accordance with the Council's purchasing policy. In the absence of other senior staff, purchase orders may be signed with the verbal approval of one of the other officers listed in this section, provided that the purchase order is counter signed by that officer upon their return.

Cheque Signatory

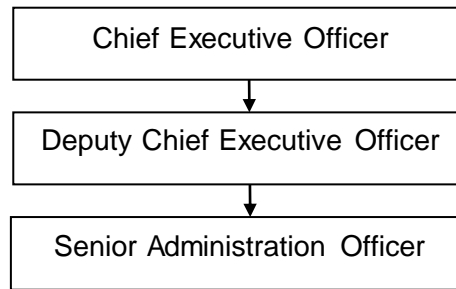
Authority to sign cheques as one of two required signatories.

10.0 Extent of Authority:

Works within the parameters of the Shire's policies and procedures, relevant legislation and as directed by the Chief Executive Officer and Deputy Chief Executive Officer.

11.0 Organisational Responsibilities:

11.1 Line of Authority:



Supervisory and Organisational Responsibilities:

- 11.1.1 Directly responsible to the Deputy Chief Executive Officer.
- 11.1.2 Supervision of three administration officers and one janitorial service provider (in consultation with Deputy Chief Executive Officer)

12.0 Key Duties and/or Responsibilities:

12.1 Accounting & Administration Services

- 12.1.1 Maintain accurate accounting records and produce reports in compliance with statutory and Council requirements;
- 12.1.2 Maintain Council's rate book, issue rate notices, prepare electoral rolls and process all rating and electoral enquiries;
- 12.1.3 Supervise the collection and payment of BCITF & BRB Levies;
- 12.1.4 Maintain all subsidiary ledgers balance with the progress of works, condition of plant and other matters considered pertinent;
- 12.1.5 Supervise daily reconciliations of all funds and monthly bank reconciliations for all funds;
- 12.1.6 Supervise month end processes;
- 12.1.7 Prepare Business Activity Statement records and prepare returns for submission to the Australian Taxation Office;
- 12.1.8 Prepare Emergency Services Levy records and prepare returns to DFES;
- 12.1.9 Ensure Administration Officers receive adequate training;
- 12.1.10 Assist the Deputy Chief Executive Officer, regarding governance and compliance requirements;
- 12.1.11 Assist the Deputy Chief Executive Officer, other sections regarding financial information and statistical data for management purposes;
- 12.1.12 Supervise and assist with all of Council's general office duties including ICT requirements;
- 12.1.13 All other duties within the scope of the position and classification level and as required by the Deputy CEO or CEO;

12.2 Payroll Services

- 12.2.1 Supervise the preparation of Council's payroll;
- 12.2.2 Supervise payroll/personnel functions and ensure compliance with relevant Awards;
- 12.2.3 Supervise processing of the Council's fortnightly pay run and ensure timely payment of staff wages;
- 12.2.4 Ensure accurate payroll reports are prepared for verification and signing by Deputy CEO and Chief Executive Officer;
- 12.2.5 Ensure timely payment of Staff superannuation payments;

12.3 Debtors Services

- 12.3.1 Supervise maintenance of debtor's ledger and ensure grants, self-supporting loan repayments, etc are recouped or acquitted;
- 12.3.2 Ensure timely collection of outstanding debts.

12.4 Creditors Services

- 12.4.1 Supervise payments of creditors invoices including the review and certification of all cheques and vouchers prior to presentation for signing;

12.5 Community Resource Centre Services

- 12.5.1 Maintain accurate accounting records, manage the month end and produce reports in compliance with statutory and other requirements.
- 12.5.2 Manage accounts payable and account receivable functions.

13.0 Essential Selection Criteria:

- 13.1 High level of written and verbal communication skills;
- 13.2 Ability to work in and contribute to a team environment;
- 13.3 Ability to work with minimal or no supervision;
- 13.4 Excellent administrative skills;
- 13.5 Excellent time management skills and the ability to meet deadlines;
- 13.6 A customer service focus and excellent customer service skills;
- 13.7 Sound problem-solving abilities;
- 13.8 A high level of keyboarding and computer skills with an intermediate to advanced knowledge of the Microsoft Word and Excel packages.
- 13.9 Working knowledge and practical experience in accounting and payroll functions or other relevant disciplines;
- 13.10 Current satisfactory national Police Clearance;
- 13.11 Current WA "C" class driver's licence;

14.0 Desirable Selection Criteria:

- 14.1 Previous Local Government experience working as a rate officer
- 14.2 Formal qualification in Business Management;
- 14.3 Working knowledge of AASB accounting standards.
- 14.4 Working knowledge of SynergySoft programme

Current Incumbent	Incumbents Signature:	Date:
Current Supervisor Gihan Kohobange Deputy Chief Executive Officer	Supervisors Signature:	Date:
Current CEO Peter Fitchat Chief Executive Officer	CEOs Signature:	Date: