



POSITION DESCRIPTION

Position:	Senior Finance Officer
Date:	September 2026
Department:	Corporate Services
Reporting To:	Corporate Services Manager
Subordinates:	Nil
Classification:	Specialist/Professional Officer

PRIMARY OBJECTIVE

The Corporate Services Department delivers essential customer service and administrative support functions across Council. The Senior Finance Officer contributes to the effective operation of the department through the management of payroll, property and rates administration, financial processing, reporting and compliance activities, ensuring accurate, timely and effective financial outcomes for Council.

SPECIFIC DUTIES

Payroll

1. Manage Council's payroll function, ensuring accurate, timely and compliant employee remuneration and statutory reporting.
2. Maintain payroll records, ensuring compliance with relevant legislation, industrial instruments and Council policies.
3. Provide payroll advice and support to employees and managers and contribute to continuous improvement of payroll processes and controls.

Property and Rates

4. Coordinate Council's property and rating functions, ensuring the accurate administration of property records, rates and related revenue activities.
5. Manage debt recovery activities, payment arrangements, concessions, remissions and rebates in accordance with legislative and Council requirements.
6. Provide advice and assistance to ratepayers, staff and Councillors on property and rating matters.
7. Support annual rating reviews, modelling and reporting requirements.

Financial Management and Reporting

8. Support Council's financial management through the processing, reconciliation and monitoring of financial transactions.

9. Prepare statutory returns, financial reports, reconciliations and other financial information to support operational and compliance requirements.
10. Coordinate banking, revenue collection, creditor payments and related financial activities.
11. Maintain the integrity of financial systems, records and internal controls and contribute to continuous improvement initiatives.
12. Assist with budget development, audit activities and financial reporting processes.

General

13. Develop, maintain and review finance-related policies, procedures and documentation.
14. Ensure compliance with relevant legislation, accounting standards, regulatory requirements and Council policies.
15. Contribute to the achievement of Corporate Services objectives and undertake other duties consistent with the position's skills, competencies and classification.
16. Ensure a high level of confidentiality and sensitivity in dealing with all types of Council matters.
17. Compliance with relevant legislation in the carrying out of the role i.e. Local Government Act 1993, Privacy Act 1988, Right to Information Act 2009 and similar.

LEVEL OF ACCOUNTABILITY

The Senior Finance Officer operates with a high degree of autonomy under the direction of the Corporate Services Manager and is the primary point of contact for payroll, property and rating administration and financial processing matters. While the position has no direct reports, it may be required to provide guidance, support and day-to-day supervision of other Corporate Services staff. The position provides specialist advice and support to management and staff and contributes to informed decision-making through the provision of accurate financial information and analysis.

ORGANISATIONAL RELATIONSHIPS

The Senior Finance Officer works closely with the Corporate Services Manager and Finance Officer and maintains effective working relationships with Council staff, Councillors, ratepayers, auditors, government agencies and other external stakeholders. The position provides specialist advice, guidance and support on payroll, property and rating administration, financial management and reporting matters.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

1. Relevant qualifications in finance, accounting, bookkeeping or a related discipline, or an equivalent combination of experience, skills and knowledge.
2. Experience in finance administration, including payroll, accounts payable, accounts receivable, financial processing and reporting functions.
3. Knowledge of legislation, regulatory requirements and accounting principles relating to payroll, taxation, GST, superannuation and financial administration.

4. Experience in property and rates administration within a local government environment, or the ability to acquire specialised knowledge and skills in this area.
5. Proven ability to prepare, reconcile, analyse and interpret financial information and accurately identify and resolve discrepancies.
6. Proficiency in financial management systems, reporting tools and Microsoft Office applications, particularly Excel.
7. Experience in developing, implementing and improving policies, procedures and business processes that support effective financial management, compliance and continuous improvement.
8. Strong analytical and problem-solving skills, with the ability to identify opportunities for improvement, implement practical solutions and contribute to organisational objectives.
9. Well-developed written and verbal communication skills, including the ability to prepare reports and provide clear financial advice and information to a range of stakeholders.
10. Ability to build effective working relationships and provide professional advice and customer service to internal and external stakeholders.