



Carrathool Shire Council

POSITION DESCRIPTION

GENERAL ADMINISTRATION & FINANCE OFFICER

DIRECTORATE	CORPORATE & COMMUNITY SERVICES
REPORTS TO	MANAGEMENT ACCOUNTANT
CLASSIFICATION	BAND 1 LEVEL 4
GRADE WITHIN SALARY STRUCTURE	10
STATUS OF EMPLOYMENT	FULL TIME
HOURS OF WORK	35
POSITION CODE	2150
DATE APPROVED	19/02/2024

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

Provide general administration support to the Corporate Services team and provide accurate and timely backup to the payroll and finance positions in accordance with Council's policies and procedures and statutory requirements.

Key accountabilities

Within the area of responsibility, this role is required to:

- Support the corporate services team with administrative and customer service duties as required.
- Assist the Payroll Officer in the processing of Council's payroll by providing data entry support (e.g. timesheet and leave entry, entering new starters, etc).
- Assist the Payroll Officer with the processing of monthly payroll tax and superannuation remittances.
- Assist the Creditors and Rates Officers with data collection and entry as required.
- Answer customer enquiries and requests both face-to-face and on the telephone to present the public "face" of Council in a professional, efficient, and friendly manner.
- Assist the corporate services team with accurate records registration and management.
- Develop skills to permit coverage of corporate services team functions, especially during periods of staff absence.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
 - Present a positive image of Council at all times.
 - Promote a culture of understanding and exceeding customer expectations.
 - Ensure effective community consultation and communication strategies are implement for service delivery and projects where required.
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Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
 - Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
 - Take responsibility for and manage own work and contribute to a productive work environment.
 - Comply with and ensure compliance of Council's Policies, Code of Conduct and requirements of EEO and anti discrimination policies.
 - Promote responsible and accountable practices for keeping full and accurate records in relation to corporate activities and decisions.
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Work Health and Safety

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
 - Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.
 - Contribute to work health and safety of self and others.
 - Attend and participate in all training as directed.
 - Monitor work practices to ensure employee health and safety.
 - Respond to identified and reported risk in a timely manner.
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	<ul style="list-style-type: none"> • Acquire and maintain knowledge of Work Health Safety practices and matters.
Risk Management	<ul style="list-style-type: none"> • Assist council supervisors and managers in identifying and assessing hazards at the workplace. • Be aware of and follow Council's risk management procedures when undertaking tasks or projects. • Do not interfere or misuse any safety device or equipment which has been provided.
Environmental Responsibilities	<ul style="list-style-type: none"> • Consider the protection on the environment in decision making and in the undertaking of all Council activities.

Key relationships

Internal	External
All Staff	Members of the public
Management Accountant	
Corporate Services Coordinator	

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.

Essential requirements





- Experience with office management software (Microsoft Office 365), specifically Word, Outlook and Excel as evidenced by a statement of attainment or equivalent on-the-job experience.
- Good numeracy, analytical and problem-solving skills with strong attention to detail.
- Proven organisational skills, ability to prioritise, maintain accuracy and meet deadlines.
- Excellent verbal and written communication skills
- Strong administrative skills with the ability to adapt to shifting priorities and competing deadlines.
- Ability to work in a team environment and to provide effective support to the activities of other staff.
- Ability to maintain confidentiality and recognise sensitive issues.
- Class C drivers' licence

Desirable requirements

- Experience in payroll administration and working with a computerised payroll and HR information system.
- Cert III in Business Administration or equivalent

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.



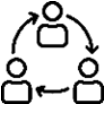





Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Foundational	2
	Display Resilience and Adaptability	Intermediate	1
	Act with Integrity and Courage	Intermediate	3
	Demonstrate Accountability	Foundational	4
 Relationships	Communicate and Engage	Intermediate	3
	Community and Customer Focus	Intermediate	1
	Work Collaboratively	Intermediate	2
	Influence and Negotiate	Foundational	4
 Results	Plan and Prioritise	Intermediate	2
	Think and Solve Problems	Foundational	3
	Create and Innovate	Foundational	4
	Deliver Quality Results	Intermediate	1
 Resources	Finance	Foundational	4
	Assets and Tools	Foundational	3
	Technology and Information	Intermediate	1
	Procurement and Contracts	Foundational	2

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities		
Group and Capability Level	Behavioural Indicators	
 <p>Personal Attributes Act with Integrity & Courage</p>	<p>Choose an item.</p> <p>Intermediate</p> 	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest, and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct, and perceived conflicts of interest
 <p>Relationships Community & Customer Focus</p>	<p>Choose an item.</p> <p>Intermediate</p> 	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
 <p>Results Deliver Quality Results</p>	<p>Choose an item.</p> <p>Intermediate</p> 	<ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team / project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
 <p>Resources Technology & Information</p>	<p>Choose an item.</p> <p>Intermediate</p> 	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Progression skills, qualifications, and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance / behaviour. Below are the skills required for progression at each step at and above Step 1 (Entry Level).

Step 1 (Entry Level) Essential Criteria	<ul style="list-style-type: none">• Experience with office management software (Microsoft Office 365), specifically Word, Outlook and Excel as evidenced by a statement of attainment or equivalent on-the-job experience.• Good numeracy, analytical and problem-solving skills with strong attention to detail.• Proven organisational skills, ability to prioritise, maintain accuracy and meet deadlines.• Excellent verbal and written communication skills• Strong administrative skills with the ability to adapt to shifting priorities and competing deadlines.• Ability to work in a team environment and to provide effective support to the activities of other staff.• Ability to maintain confidentiality and recognise sensitive issues.• Class C drivers' licence
Step 2	<ul style="list-style-type: none">• Prerequisites from Steps 1 plus:• Council's general induction completed• Demonstrated ability to competently use software such as Magiq, Practical, Canva, social media platforms and administrative operation of the website.• Demonstrates Stream 1 Capabilities
Step 3	<ul style="list-style-type: none">• Prerequisites from Steps 1 & 2 plus:• Demonstrated ability to format council documents in line with council style guide.• Working knowledge of legislation, regulations, and codes of practice relevant to corporate services• Demonstrates Stream 1 and 2 Capabilities.
Step 4	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2 and 3, plus:• Demonstrated ability to relieve Corporate Services staff such as the Customer Service Officer, Creditors Clerk or Payroll Officer• Demonstrates Stream 1, 2 and 3 Capabilities
Step 5	<ul style="list-style-type: none">• Prerequisites from Steps 1, 2, 3, and 4 plus:• Competent in payroll administration and working with a computerised payroll (Practical) and HR information system (CS:Connect).• Cert IV Business Administration.• Advanced ability to use Microsoft Excel and Word.• Demonstrates Stream 1, 2, 3 and 4 Capabilities.

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration

Choose an item.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / ____

HR Signature _____ Date ____ / ____ / ____