

## Position Description

# Finance & Administration Manager

<b>Directorate</b>	<b>General Manager</b>
<b>Location</b>	<b>Armidale</b>
<b>Classification/Grade/Band</b>	<b>Band 2 Level 2</b>
<b>Employment Type</b>	<b>Permanent Part Time</b>
<b>Date position description approved</b>	<b>August 2022</b>

### 1 Council overview

The New England Weeds Authority (NEWA) is a single purpose County Council that provides services in the areas of Biosecurity management (weeds control, education, inspection and monitoring).

### 2 Council values

Refer Councils Business Ethics Policy

### 3 Primary purpose of the position

The position of Finance & Administration Officer is responsible for providing effective and efficient management of NEWA's accounts receivable (invoicing), accounts payable, capital expenditure and payroll functions in conjunction with NEWA's Chief Financial Officer (CFO). The role is responsible for the maintenance of NEWA's business systems, including XERO accounting software, and the council's Document Management system. Administrative functions include planning travel and accommodation, mail processing, planning and coordinating events and office equipment and supplies.

### 4 Key accountabilities

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

- Prepare and process the fortnightly payroll and ensure all tax, superannuation and other deductions are accurately processed.

- Assist in preparing reports for the General Manager and Chief Financial Officer, together with ad hoc reporting as required.
- Process all debtor and creditor accounts on a timely basis.
- Assist in the preparation and publication of all Integrated Planning & Reporting (IP&R) documentation in conjunction with the GM and Council.
- Prepare Council-Meeting Business Papers and Agendas in conjunction with the General Manager, and attend Council Meetings, taking and distributing minutes of meetings.
- Responsible for all office functions including security (issuing of access cards, CCTV, parking etc.), telephone systems and mobile phones, stationery supplies, office equipment including photocopier, management of office cleaning service, outdoor areas, air conditioning maintenance, kitchen supplies and catering for meetings/events and electronic filling of key business documents using NEWA's MS SharePoint document management system.
- Purchase and supply of corporate uniforms to staff.
- Preparation of Newsletters, brochures, flyers etc. including direct mail.
- Coordinate education and training initiatives including registration and travel for staff as directed.
- Perform other duties and functions as directed by the General Manager.
- Perform all duties in accordance with the requirements of relevant legislation.

## 5 Key challenges

- Prioritising the task at hand based on urgency to ensure deadlines are met.
- Maintaining open communications with a dispersed outdoor workforce.
- Ensuring accuracy and confidentiality in all payroll and personnel matters.
- Maintaining high level cooperation with member councils.

## Key internal relationships

Who	Why
General Manager and NEWA staff	<ul style="list-style-type: none"> <li>• To work with the General Manager and other staff to ensure the organisation's strategic and operational priorities are met.</li> <li>• Provide administrative support and payroll services to ensure efficient and effective office procedures and processes are delivered.</li> <li>• To work in accordance with WH&amp;S processes and ensure a safe work environment is maintained.</li> <li>• To assist in the provision of information and reports to meet operational and staffing budget needs.</li> <li>• To assist the General Manager to operate the organisation based on best practice business and governance processes and procedures.</li> </ul>

## Key external relationships

Who	Why
Suppliers	<ul style="list-style-type: none"> <li>• To ensure efficient and timely processing of all payments to suppliers.</li> </ul>
Member Councils	

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- To work in a collaborative way with other Councils and provide and receive administrative information as required.
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## **6 Key dimensions**

No other position report to this position

## **7 Decision making**

Delegations for this position shall be issued by the General Manager.

## **8 Reports to**

General Manager

## **9 Budget (operating and capital expenditure)**

Nil budget responsibility

## **10 Essential requirements**


1. Certificate III in business administration, finance or other relevant qualifications.
2. Demonstrated experience in the provision of administration, bookkeeping and financial reporting.
3. Well-developed verbal and written communication, interpersonal, negotiating and numeracy skills.
4. Demonstrated ability to identify and resolve day to day problems.
5. Demonstrated experience preparing and processing a fortnightly payroll service.
6. Demonstrated ability and experience in purchasing processes and procedures.
7. Previous experience in identifying priorities and meeting deadlines.
8. Well-developed skills in the use of MS 365 including SharePoint, Microsoft Word, PowerPoint and Excel.
9. Prior experience in delivering exceptional customer service when dealing with internal and external customers.
10. Hold a current NSW Class C driver's licence.
11. Demonstrated knowledge and understanding of the Work Health & Safety Act and Equal Employment Opportunity principles.
12. Demonstrated ability to work in a team environment with minimal supervision.

## 11 Annual Performance Review and Key Performance Indicators

In consultation with the General Manager, annual Key Performance Indicators (KPI's) will be developed as part of the employee's annual performance assessment under the Local Government (State) Award. This will include the measurement of performance against this position description, the Capabilities for the Role and Focus Capabilities identified below.

## 12 Capabilities for the role

Below is the list of capabilities and the level *required* for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <p><b>Personal attributes</b></p>	Manage Self	<ul style="list-style-type: none"> <li>• <b>Adept</b></li> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
	Display Resilience and Adaptability	<ul style="list-style-type: none"> <li>• <b>Adept</b></li> <li>• Is flexible, showing initiative and responding quickly to change</li> <li>• Accepts changed priorities and decisions</li> </ul>

## Local Government Capability Framework

Capability Group	Capability Name	Level
		<p>and works to make the most of them</p> <ul style="list-style-type: none"> <li>• Gives frank and honest feedback/ advice</li> <li>• Listens when challenged and seeks to understand criticisms before responding</li> <li>• Raises and works through challenging issues and seeks alternatives</li> <li>• Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
		<p><b>Advanced</b></p> <ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow.</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
	Act with Integrity	
		<p><b>Adept</b></p> <ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority.</li> <li>• Takes an active role in managing issues in the team</li> </ul>
	<b>Demonstrate Accountability</b>	

## Local Government Capability Framework

### Capability Group

### Capability Name

### Level

- Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks
- Identifies and manages other risks in the workplace

#### Adept

- Tailors content, pitch and style of communication to the needs and level of understanding of the audience
- Clearly explains complex concepts and technical information
- Adjusts style and approach flexibly for different audiences
- Actively listens and encourages others to provide input
- Writes fluently and persuasively in a range of styles and formats

Communicate and Engage



Relationships

#### Intermediate

- 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

Community and Customer Focus

## Local Government Capability Framework

### Capability Group

### Capability Name

### Level

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	<b>Intermediate</b>
	<ul style="list-style-type: none"><li>• Encourages an inclusive, supportive and co-operative team environment</li><li>• Shares information and learning within and across teams</li><li>• Works well with other teams on shared problems and initiatives</li><li>• Looks out for the wellbeing of team members and other colleagues</li><li>• Encourages input from people with different experiences, perspectives and beliefs</li><li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li></ul>

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Work Collaboratively


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	<b>Intermediate</b>
	<ul style="list-style-type: none"><li>• Builds a network of work contacts across the organisation</li><li>• Approaches negotiations in the spirit of cooperation</li><li>• Puts forward a valid argument using facts, knowledge and experience</li><li>• Asks questions to understand others' interests, needs and concerns</li><li>• Works with others to generate options that address the main needs and concerns of all parties</li></ul>

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Influence and Negotiate

## Local Government Capability Framework

Capability Group	Capability Name	Level
	Plan and Prioritise	<p><b>Intermediate</b></p> <ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules Identifies and escalates issues impacting on ability to meet schedules Provides feedback to inform future planning and work schedules</li> </ul>
 <p><b>Result</b></p>	Think and Solve Problems	<p><b>Intermediate</b></p> <ul style="list-style-type: none"> <li>• Gathers and investigates information from a variety of sources</li> <li>• Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>• Asks questions to get to the heart of the issue and define the problem clearly</li> <li>• Analyses numerical data and other information and draws conclusions based on evidence Works with others to assess options and identify appropriate solutions</li> </ul>
	Create and Innovate	<p><b>Foundational</b></p> <ul style="list-style-type: none"> <li>• Contributes own knowledge and ideas</li> <li>• Suggests improvements to the way work is done</li> </ul>
		<p><b>Intermediate</b></p> <ul style="list-style-type: none"> <li>• Takes the initiative to progress own and team work tasks</li> </ul>



## Local Government Capability Framework

Capability Group	Capability Name	Level
	Deliver Results	<ul style="list-style-type: none"> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>Consistently delivers high quality work with minimal supervision</li> <li>Consistently delivers key work outputs on time and on budget</li> </ul>
	Finance	<p><b>Intermediate</b></p> <ul style="list-style-type: none"> <li>Presents basic financial information clearly and in an appropriate format</li> <li>Uses funds and records financial transactions in line with financial audit and reporting obligations</li> <li>Makes expenditure decisions within budget limits</li> <li>Uses financial and other resources responsibly and helps others understand their obligations to do so</li> </ul>
 <p><b>Resources</b></p>	Assets and Tools	<p><b>Intermediate</b></p> <ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul> <p><b>Adept</b></p> <ul style="list-style-type: none"> <li>Selects appropriate technologies for projects and tasks</li> </ul>

## Local Government Capability Framework

Capability Group	Capability Name	Level
	Technology and Information	<ul style="list-style-type: none"> <li>Identifies ways to leverage the value of technology to achieve outcomes</li> <li>Ensures team understands their obligations to use technology appropriately</li> <li>Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>
	Procurement and Contracts	<p><b>Adept</b></p> <ul style="list-style-type: none"> <li>Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> <li>Provides objective input to evaluation processes for proposals and tenders</li> <li>Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</li> </ul>