

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

Position: Finance Officer
Reports To: Finance Manager
Approved: September 2025

Position Objectives

This role provides key support to the Authority's Finance Manager in the financial and commercial responsibilities of the Corporate Services unit.

Undertake day to day business activities and financial processes of the Authority including:

- Processing of financial transactions
- Payroll processing and administration
- Asset and fleet management support
- General administration support

Key Responsibilities

Financial Processing

- Accounts Payable - Processing and co-ordination of payment of accounts payable invoices in accordance with Authority's policies and procedures and ensuring compliance with current taxation legislation.
- Accounts Receivable - Processing and co-ordination of accounts receivable invoices in accordance with Authority's policies and procedures and ensuring compliance with current taxation legislation.
- Monitoring of bank account transactions and completing monthly reconciliation of all bank accounts.
- Processing of general ledger and other journals into the financial system, maintaining the general ledger to trial balance.
- Assist with end of month processing, reconciliation of balance sheet accounts, BAS preparation, financial reporting and acquittals associated with funding agreements.

Payroll Administration

- Processing and co-ordination of payrolls for Authority employees, Board, and advisory committees in accordance with Authority's policies and procedures and current taxation legislation.
- Process and co-ordinate payroll related payments such as PAYG, superannuation, Workcover, fringe benefits tax, federal government parental leave and child support, and other associated payments.

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

- Monitor and reconcile payroll transactions using established internal controls to ensure accuracy of payroll transactions and reporting.
- Co-ordinate single touch payroll (ATO) during the year and complete year end balancing and reconciliations to ensure total accuracy and compliance with government taxation legislation.

Asset & Fleet Management

- Updating and maintenance of the Authority's Assets Register, including a regular stocktake of assets.
- Assist with the procurement, disposal and maintenance of Authority vehicle fleet.

Administrative Support

- General office duties including filing, photocopying and binding.

Other Business Support

- Assist as required in the maintenance and ongoing review of the Authority's policies and procedures.
- Other duties commensurate with the experience and skills required for this position.

Specialist Knowledge And Skills

- Experience and skills in financial and project accounting, payroll and administration and financial reconciliation and processing.
- Knowledge of, and proven ability in the use of computer applications including Payroll systems, Microsoft suite including proficiency in excel.
- Sound knowledge, experience and skills in office administration.

Interpersonal Skills

- This position requires the ability to gain co-operation and assistance from employees, service providers, and members of the public in the administration of broadly defined activities.
- Demonstrated ability to liaise with their counterparts in other organisations and ensure excellent working relationships.
- Ability to communicate effectively, both written and orally, and work cooperatively with all functions within the Authority.

Qualifications And Experience

- The skills and knowledge needed for this position would normally be acquired through extensive experience in financial processing and control.

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

- Candidates may have undertaken accounting-based studies.

Judgement And Decision Making

- Objectives are clearly defined though there is a regular requirement for adaptation to policies and processes which needs the ability to improvise with the use of available resources.
- The incumbent will be encouraged to make appropriate decisions and interpret information as required. However, guidance and advice are always available if a difficult or unusual problem is encountered.

Responsibilities

- Management - This position has no direct or indirect employee reports.
- Financial delegations - As per the Board Instrument of Delegations.
- Occupational, Health and Safety - Comply with all workplace health and safety policies and procedures, reporting hazards and incidents, and participating in safety training and initiatives relevant to the role.

Key Selection Criteria

- Proven knowledge, experience and skills in the processing of financial information.
- Proven knowledge and skills in providing, using and understanding financial reports.
- This position requires skills in time management, setting priorities, planning and organising to achieve specific and set objectives in the most efficient way possible with the resources available and within set timetables.
- This position requires the ability to gain co-operation and assistance from service providers, members of the public and other employees, in the administration of broadly defined activities.
- Demonstrated ability to liaise with their counterparts in other organisations and ensure excellent external working relationships.
- The ability to work in a team and effectively communicate financial information to employees and managers at all levels.

Additional Requirements

- You must hold and maintain a Victorian Driver's License.
- A satisfactory National Police Check must be provided prior to date of commencement with the Authority.

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

- A satisfactory Working with Children Check must be provided prior to date of commencement with the Authority.
- A Pre-Employment Health Declaration must be completed prior to commencement with the Authority.
- You must be willing and able to attend your designated workplace as and when required.