

# Central Darling Shire Council Position Description

## Accounts Payable Officer

### Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

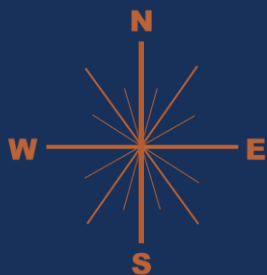
### Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

### Our Benefits

- 9 day fortnight (FTE)
- Four (4) weeks annual leave per year (FTE)
- 15 days sick/personal leave per year (FTE)
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



*For more information, visit:*

<https://www.centraldarling.nsw.gov.au>



<b>Position Title</b>	<b>Accounts Payable Officer (Part-time)</b>		
<b>Department</b>	Finance	<b>Position Code</b>	CDSC1104
<b>Location</b>	Wilcannia / Menindee / Ivanhoe		
<b>Pay Grade</b>	Pay Grade 6	<b>Award Band</b>	Band 1 Level 4
<b>Position Status</b>	Permanent	<b>Standard Hours</b>	35 hours per fortnight
<b>Reporting to</b>	Finance Manager		
<b>Direct Supervision</b>	Nil	<b>Indirect Supervision</b>	Nil
<b>Position Delegations</b>	No	<b>Budget Responsibility</b>	No
<b>National Police Clearance:</b>	Yes	<b>Working with Children Check:</b>	No
<b>Approved by:</b>	Finance Manager	<b>Date Approved:</b>	14 March 2025

## The Position

The Accounts Payable Officer is responsible for providing efficient and effective management of Council's financial resources, to ensure the accurate recording of financial data and the prompt allocations of payments to vendors of Council.

## Key Responsibilities

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

- Processing and reconciling invoices for payment, including ensuring all verifications are undertaken and are aligned with the appropriate purchase order.
- Reconcile petty cash funds on a monthly basis or frequently if necessary
- Coordinate payments to contractors in accordance with agreed terms.
- Liaise with other staff to ensure all payments relating to electricity, telephone, petrol and payroll are handled appropriately.
- Assist with the preparation and reconciliation of Council's monthly and quarterly Business Activity Statement returns
- Assist with the preparation and reconciliation of Council's annual Fringe Benefit Tax return, in particular collation of data used in the return.

**Note:** An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.

## Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Ensure all invoices received are aligned with the relevant purchase order and follow up with key stakeholder where there are discrepancies.
- Maintenance of a strong customer focus in times of uncertainty and change.

## Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Satisfactory National Police Clearance
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

## Essential Position Criteria

### Qualifications / Experience / Accreditation / Certification

- Demonstrated experience in a finance related environment.
- Demonstrated experience and commitment to providing quality customer service both face to face and on the telephone.
- Experience in working as part of a team, and the ability to work independently.

### Specialised Knowledge and Skills

- A good understanding of the Account Payable function
- Ability to use computer systems confidently
- A broad understanding of reporting requirements as it relates to accounts payable.
- A broad understanding of Council's core functions
- Demonstrated knowledge and understanding of computer systems which includes the ability to update computerised databases.
- Demonstrated high level of time management and organisational skills.
- Demonstrated ability to act in a professional manner and adhere to Council's values and behaviours.
- Demonstrated ability to communicate effectively with people at all levels of the organisation.
- Ability to be courteous, sensitive and have a professional approach in dealing with stakeholders.

## Desirable Position Criteria

- Hold a valid Class C Driver's Licence (minimum)

## Key working relationships

Who	Why
<b>Internal</b>	
Director/Manager	<ul style="list-style-type: none"><li>• Receive advice and report on progress towards business objectives and discuss future directions.</li><li>• Provide expert advice and support and contribute to decision making.</li><li>• Identify emerging issues/risks and their implications and propose solutions.</li></ul>
Staff	<ul style="list-style-type: none"><li>• Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture.</li><li>• Provide effective communication and training, guidance, and support in the area of finance.</li></ul>

## External

Community	<ul style="list-style-type: none"><li>Promote a positive image of Council when undertaking duties within the community.</li></ul>
Stakeholders, Consultants, Auditors and Government Bodies	<ul style="list-style-type: none"><li>Provide advice and guidance on accounts payable related matters</li><li>Optimise communication and engagement to achieve defined outcomes</li><li>Manage expectations and resolve issues</li></ul>

*I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.*

*I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.*

**Employee Name:**

**Signature:**

**Date:**

# Organisation Wide Accountabilities

**Outlined in this document are a series of organisation wide accountabilities that are applicable to all employees, irrespective of position or location.**

## Council's Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values.

## Code of Conduct / Fraud and Corruption

- To retain trust, confidence and support, it is expected that all employees be impartial and fair in their dealings with the community, customers, suppliers, general public and each other.
- All employees are required to adhere to and behave in a manner that is consistent with the requirements of the Council's Code of Conduct

## Respectful Workplace Behaviours

All employees are expected to

- conduct themselves in a manner that is supportive and encouraging of one another.
- positively contribute to providing a safe, respectful and healthy work environment that is free from all forms of discrimination, harassment, sexual harassment and workplace bullying.

## Work Health Safety

All employees are required to take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by their actions or omissions at work.

In particular, all employees have a duty to:

- Comply with Council's WHS policies and procedures
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Report any potential hazards, incidents or injuries to their Supervisor or the Risk/WHS Officer within 48 hours
- Participate in any WHS consultation arrangements
- Comply with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Comply with emergency and evacuation procedures and site rules if applicable
- The General Manager, Managers and Supervisors have additional responsibilities as defined in the Central Darling Shire Council's Work Health and Safety Policy

## Customer Service

All employees are expected to provide high level customer service in line with the Central Darling Shire Council's Customer Service Charter.

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## Sustainability

All employees are expected to give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision-making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.

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## Council's Policies and Procedures

All employees are expected to adhere to Council's Policies and Procedures at all times, including any other formal documents or instruments that impact on day-to-day operations of the position.

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## Records Management

All employees are expected to capture corporate documents in the electronic document management system as described in the Records Management Policy.

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*I have read and understood the content of this document and undertake to meet the organisation wide accountabilities.*

**Employee Name:**

**Position:**

**Signature:**

**Date:**