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|  | **Position Description – Project & Finance Officer** |
| **Created:**  23 October 2023 |

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| Title | Project & Finance Officer |
| Department | Administration |
| Award  | Local Government Industry Award 2010 |
|  | Fulltime |
|  | 1.0 FTE – 5 Days per Week – 38 Hours per Week |
| Level | 4 of the Local Government Industry Award 2020 |

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| POSITION OBJECTIVES |

* The Project Officer will provide efficient, timely and quality management, planning and implementation of programs and projects.
* The Project Officer will also assist in the completion of finance and administration duties, including, but no limited to, rating, accounts payable, event management, cash handling and receipting, customer enquiries and Department of Transport licensing.

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| ORGANISATIONAL RELATIONSHIPS |

**Reporting to:** Deputy Chief Executive Officer

**Responsible for:** Nil

**Liaison with:** Community members & organisations, government departments, Councillors & staff, contractors & suppliers.

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| ORGANISATIONAL STRUCTURE |

CEO

DCEO

Project Officer

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| KEY RESPONSIBILITIES |

**Project Management**

* Undertake research of available grants and prepare funding applications and business cases;
* Lobby funding agencies for funding assistance;
* Maintain dialogue with funding agencies;
* Communicate with the local interest groups and community members in relation to community projects;
* Communicate with contractors in the development of designs for projects;
* Investigate, design and estimate projects to be recommended for inclusion in the annual budget;
* Complete purchasing activities including the development of specifications and preparation of tender and quotation documentation;
* Assist in the preparation of reports to Council on the design of projects and awarding of contracts and/or tenders;
* Manage project progress and adapt work schedule as required;
* Complete day to day activities to ensure that projects remain within budget and meet deadlines;
* Review projects progress and assist in the preparation of reports to Council;
* Control and monitor expenditure on projects and the preparation of grant acquittals;
* Assist in aspects of the delivery of projects under the control of Executive Staff which may include, but not be limited to, aspects of Building Maintenance and Parks and Gardens; and
* Coordinate urgent repairs as directed by the Executive Managers.
* Coordinate and perform requirements associated with the Bush Fire Brigade administration and Volunteers.

**Rates**

* Management of the Council’s rating database including processing and reconciling of valuation schedules and property amendments.
* Calculation and generation of rates in accordance with the Local Government Act 1999. including issuing notices
* Manage and maintain rates debtors and payment arrangements for ratepayers experiencing financial difficulties.
* Maintain register of eligible pensioners including management of rebate claims.
* Preparation and lodgement of all associated documentation within required timeframes including Emergency Services Levy and pensioner and senior rebates.

**Property Management**

* Aged Housing Units
	+ Conduct annual inspections with tenants
	+ Respond to enquiries and tenant requests
	+ Prepare and register Lease Agreements, and lodge and refund Bond monies as required.
	+ Arrange for maintenance to be performed as required.
* Other Council Property
	+ Conduct annual inspections for budget planning and schedule maintenance.

Customer Service/Administration

* Participate in a multi-skilled approach within a small office;
* Deliver a positive and professional customer service to internal and external customers, via telephone, counter or email, providing accurate information and effective assistance in a timely manner;
* Perform licensing on behalf of Department of Transport.
* Promote a high level of customer service and assist with identifying, reviewing and implementing strategies to improve service quality and efficiency; and
* Public relations to promote positive image of Shire of Cuballing.

**Finance**

* Perform Debtors invoicing
* Assist with monthly bank reconciliations
* Assist with processing , preparation of creditor batches and payments and other associated tasks.
* Assist with maintaining rating and emergency services levy including duties associated with levying, reconciliations, pensioners and arrears.

Occupational Safety and Health

* Comply with the Shire’s Risk Management Policy Procedures;
* Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions;
* Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
* Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.

Risk Management

* Comply with the Shire’s risk management policies and procedures; and
* Responsible for reporting possible risks in relation to operational procedures.

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| REQUIREMENTS OF THE JOB |

Skills and Knowledge

* Excellent typing, computer, IT and reception skills;
* Excellent written and verbal communication skills;
* Highly developed interpersonal and public relations skills;
* Time management and organisation skills;
* Sound research skills;
* Effective office management skills;
* Knowledge of meeting procedures and protocols; and
* Working knowledge of Local Government legislation, structure and functions.

Experience

* Project management skills to ensure the achievement of outcomes and accountability;
* Demonstrated experience in project management; and
* Working independently, to agreed outcomes and within designated timeframes.
* Ability to work effectively in a team environment, accept responsibility and work with limited supervision

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| EXTENT OF AUTHORITY |

* Operates under the general direction of the Deputy Chief Executive Officer with freedom to make decisions in accordance with policies and procedures;
* Authority to sign documents and purchase orders as delegated;
* Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints;
* Assistance available for problem solving; and
* Work outcomes monitored.

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| SELECTION CRITERIA |

**Essential**

* Office and IT Skills
* Excellent interpersonal and communication skills.
* Project Planning and delivery experience.
* Considerable experience in dealing with the public and special interest groups.
* Considerable experience encouraging, promoting and facilitating sustainable community projects.
* General understanding of statutory, legal and contractual obligations.
* General understanding of financial management as it applies within Local Government.
* Experience of corporate management requirements.
* A current ‘C’ class drivers licence; and

**Desirable**

* Local Government Rates or Finance experience highly regarded.
* General knowledge of policy issues as they impact on Local Government.
* Experience of local government management requirements.
* Qualifications in relevant Management, Business and/or Public Sector Administration discipline.

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| CERTIFICATION |
| *Approved by* | Chief Executive Officer | *Signature* |  |
| *Authorised by* | Chief Executive Officer | *Signature* |  |
| *Date Reviewed* |  |

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| **IMCUMBENT ACKNOWLEDGEMENT** |
| ***Employee*** |  | ***Signature*** |  |
| ***Date*** |  |