

# POSITION DESCRIPTION

## FINANCE OFFICER (BANKING)

Position Title:	Finance Officer (Banking)
Responsible To:	Finance Manager
Department:	Corporate Services
Classification Level:	4

### OUR VISION

West Beach Parks is a world-class tourism, sport and recreation precinct, providing exceptional leisure experiences.

### OUR PURPOSE

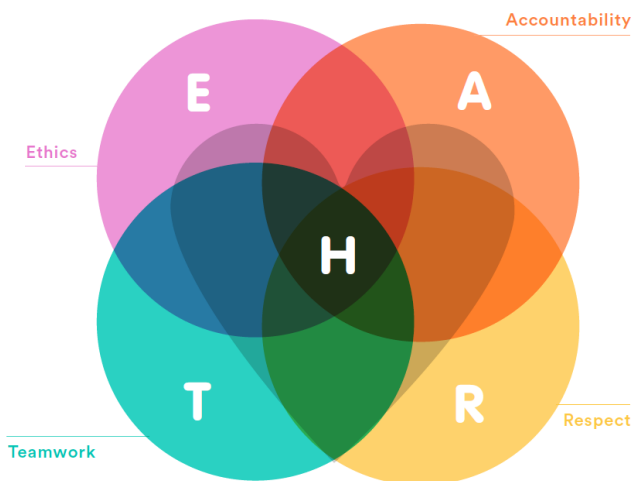
To develop, enhance and promote West Beach Parks for the benefit and enjoyment of the community and visitors.

### OUR VALUES

## HEART

[H]EART is the collection of our Values: Ethics, Accountability, Respect and Teamwork that we are proud to live by everyday.

This HEART framework describes our way of operating, our actions, the pulse of our organisation.





<b>Primary Purpose Of Role</b>	The Finance Officer (Banking) performs a range of accounting support and financial tasks including bank reconciliations, accounts receivable processing and transaction processing. Furthermore, the role provides support to the Finance Manager and general accounting assistance within Corporate Services.		
Key Result Areas	Responsibilities	Measures	
<b>Bank Reconciliation</b>	<ul style="list-style-type: none"> <li>Twice weekly reconciliation of West Beach Parks bank accounts</li> <li>Daily reconciliation of clearing direct deposit accounts</li> <li>Ensure cash receipts are verified and reconciled via batch totals</li> <li>Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Bank reconciliations are performed twice weekly and monthly as agreed</li> <li>Unreconciled items are kept at a minimum and followed up regularly</li> <li>Direct deposit clearing accounts are transferred daily</li> </ul>	
<b>Transaction and Information Management</b>	<u>SAGE Accounting Software</u> <ul style="list-style-type: none"> <li>Perform transaction processing, journals and reconciliation's including some general ledger</li> <li>Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Accurate and timely balancing of payments and receipts</li> </ul>	
<b>Financial Reporting</b>	Assist the Finance team, as directed by the Finance Manager, in providing financial reporting services including: <ul style="list-style-type: none"> <li>Monthly Bank Reconciliations</li> <li>Monthly Reconciling of Siteminder Payments between Siteminder/Newbook/SAGE</li> <li>Monthly Reconciling of Discovery Park Payments</li> <li>Monthly Reconciling of G'Day Payments</li> <li>Provide assistance with collection of data using Prophix (and other relevant products) to assist with Environmental Reporting</li> <li>Other reports as required</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy of reports in a timely manner</li> </ul>	



<b>Support</b>	<p>Support the Finance team through providing financial support and other services including:</p> <ul style="list-style-type: none"> <li>• Assisting the development of appropriate levels of commitment and competence of corporate services and operational staff to achieve financial goals and objectives</li> <li>• Contributing to a sound working environment</li> <li>• Providing back up support for Accounts Payable tasks</li> <li>• Providing back up support for Utility Accruals and Reporting</li> <li>• Analysing existing practices and policies and developing creative, practical and cost-effective solutions and systems</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with required laws, accounting, regulations and concepts</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety and that of others whilst at work</li> <li>• Promote health and safety awareness by setting a good example</li> <li>• Comply with all WBP WHS policies, procedures, work instructions, guidelines etc.</li> <li>• Comply with all reasonable instructions issued by your Supervisor and WBP to protect your own personal health and safety and that of others</li> <li>• Not perform any procedure or task unless you have received appropriate training and instruction</li> <li>• Use safety devices and protective equipment correctly and in accordance with procedures/work instructions</li> <li>• Report potential and actual hazards</li> <li>• Report any near miss, accident or injury you sustain at work or outside of work</li> <li>• Keep work areas in a safe condition, ensure good housekeeping and safe access and egress</li> <li>• Participate in consultation regarding WHS</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates safe work practices</li> <li>• Policies, procedures and work instructions compliance</li> <li>• All required WHS training completed</li> <li>• Correct use of all safety devices and protective equipment</li> <li>• Correct reporting system is used to report potential and actual hazards</li> <li>• Correct reporting system is used to report any near miss, accident or injury sustained at work or outside of work</li> <li>• Participates in keeping work areas in a safe condition, good housekeeping and safe access and egress</li> </ul>



## Our Values

<b>ETHICS</b> – we do the right thing	To demonstrate Ethics, I <ul style="list-style-type: none"> <li>- Do what I say</li> <li>- Value what we stand for</li> <li>- Do the right thing</li> <li>- Act consistently and with integrity</li> <li>- Care and follow the rules</li> </ul>
<b>ACCOUNTABILITY</b> – we own our actions and behave responsibly	To demonstrate Accountability, I <ul style="list-style-type: none"> <li>- Learn from my mistakes</li> <li>- Use my skills to do my job</li> <li>- Am proud of what I do</li> <li>- Own the decisions I make</li> <li>- Deliver on my promises</li> </ul>
<b>RESPECT</b> – for our visitors, each other, and our environment	To demonstrate Respect, I <ul style="list-style-type: none"> <li>- Appreciate the differences in our teams</li> <li>- Help visitors and our team</li> <li>- Look after and protect the environment</li> <li>- Listen to what others have to say</li> <li>- Am polite and kind to others</li> </ul>
<b>TEAMWORK</b> – we work together to create and deliver a great visitor experience	To demonstrate Teamwork, I <ul style="list-style-type: none"> <li>- Contribute my best</li> <li>- Work for our common goals</li> <li>- Am open and supportive of others</li> <li>- Recognise others for their work</li> <li>- Share and celebrate success</li> </ul>





## Competency Areas

<b>Customer Experience</b>	<p>I demonstrate the ability to communicate in a customer focussed manner, understand the customer's needs, and ensure they are met in line with WBP Customer Experience (CX) Promise:</p> <ul style="list-style-type: none"> <li>- Honest, reliable and authentic.</li> <li>- People are not numbers.</li> <li>- Listen and act.</li> <li>- Go above and beyond.</li> <li>- Make it easy.</li> <li>- Communicate, communicate, communicate.</li> </ul>
<b>Achievement Orientation</b>	<p>I enjoy achieving required results for all tasks.  I approach new challenges with a confident "can do" attitude.  I guide my own actions and approaches to task achievement.  I show pride when standards are met.  I prioritise and adhere to agreed timings.</p>
<b>Continuous Improvement</b>	<p>I demonstrate the ability to maintain effective processes and systems with a commitment to continuous improvement.</p>

## Selection Criteria

Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below:

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Current Australian Drivers Licence</li> <li>• Current Police Clearance</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Qualification in relevant Accounting/Finance discipline or currently studying toward appropriate qualifications</li> </ul>	<b>Desirable</b>

[illegible]



## Resources and Budget

<b>Number of Staff reporting to position</b>	0
<b>Financial Delegation (\$)</b>	<ul style="list-style-type: none"> <li>The Finance Officer has no procuring delegation of authority as per POL-FIN-010 – Procurement Financial Authorisations Policy.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Out of hours work may be required.</li> <li>The incumbent will be required to: <ul style="list-style-type: none"> <li>achieve performance targets that are negotiated and mutually agreed with the Finance Manager and the General Manager – Corporate Services.</li> <li>complete other ad hoc tasks as delegated by Executive Management</li> </ul> </li> </ul>

## Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_