

POSITION DESCRIPTION

Position Title:	Finance Officer - Treasury and Insurance
Position Number:	11092
Directorate:	Corporate & Commercial Services
Reports to:	Financial Analyst
Department:	Financial Services
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Finance Officer - Treasury and Insurance is responsible for assisting the Financial Analyst in the development of financial, treasury and cash flow management plans/strategy documents and associated operational transactions relating to treasury investments, asset accounting, stock and insurance.

1.1 Position Objectives

- Provide support in the day-to-day functions of the above within the department
- Liaise with other staff and customers whilst providing financial support and services

2. DUTIES & RESPONSIBILITIES

2.1 Financial Services

- Assist the Financial Analyst with the preparation of the long-term financial plan
- Assist the Financial Analyst with the development of policies, procedures and standards to sustainable treasury and insurance practices
- Assist in the delivery of treasury and investment functions of the City in order to maximise interest earnings and cashflow management
- Monitor and report the City's insurance claims and outcomes to senior officers, with the exception of Workers Compensation
- Maintain annual insurance renewals and schedules for City assets incorporating all asset acquisitions and disposals
- Assist in the reconciliation of the asset and stock registers to general ledger monthly and run end of month reports e.g. depreciation of City assets
- Process general ledger journals as required
- Assist in the allocation of administration and overhead expenses
- Provide support to the Financial Analyst in day to day functions as required;
- Assist Financial Services Revenue staff as and when required
- General research and assistance in projects such as budgets, annual financial statements, staff housing, grant acquittals and evaluation
- Undertake claim investigations, critically reviewing the information and advice provided by Council officers, to develop recommendations for the City
- Monitor the insurance environment and advise the senior officers of challenges and opportunities

2.2 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- They comply with all City policies and procedures relating to their health and safety
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution
- They will not misuse or damage any equipment provided in the interests of health or safety
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under the general supervision of the Financial Analyst
- Operates independently within Council policy and procedures, with support from the Financial Analyst

3.2 Judgement and Problem Solving

- Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures
- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.

3.3 Specialist Knowledge and Skills

- Developed computer skills including working knowledge of Microsoft Office applications
- Ability to provide in-depth analysis of the City's agreed risk and provide advice to match that to the City's insurance needs (insurance policy coverage)
- Developed numeracy and cash handling skills

3.4 Interpersonal Skills

- Developed verbal and written communication skills, interpersonal and negotiation skills to enable effective communication
- Ability to manage time effectively to ensure duties are carried out to the required standard

3.5 Qualifications and Experience

- Relevant tertiary qualification in Finance, Accounting or related field
- Demonstrated experience in a similar role, specifically treasury, asset accounting and/or insurance administration using computerised accounting packages
- Demonstrated knowledge of, and experience in, insurance matters and claims management (preferably in local government)
- Working knowledge and understanding of insurance policies and associated risk profiles
- Current C Class driver's licence
- Current National (or Federal) Police Certificate (no more than 6 months old)