



## POSITION DESCRIPTION

POSITION TITLE	Senior Finance Officer – Banking, Assets & Insurance
DIRECTORATE - SECTION	Corporate – Financial Services
LEVEL - EBA	6 - Salaried
RESPONSIBLE TO	Coordinator Financial Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

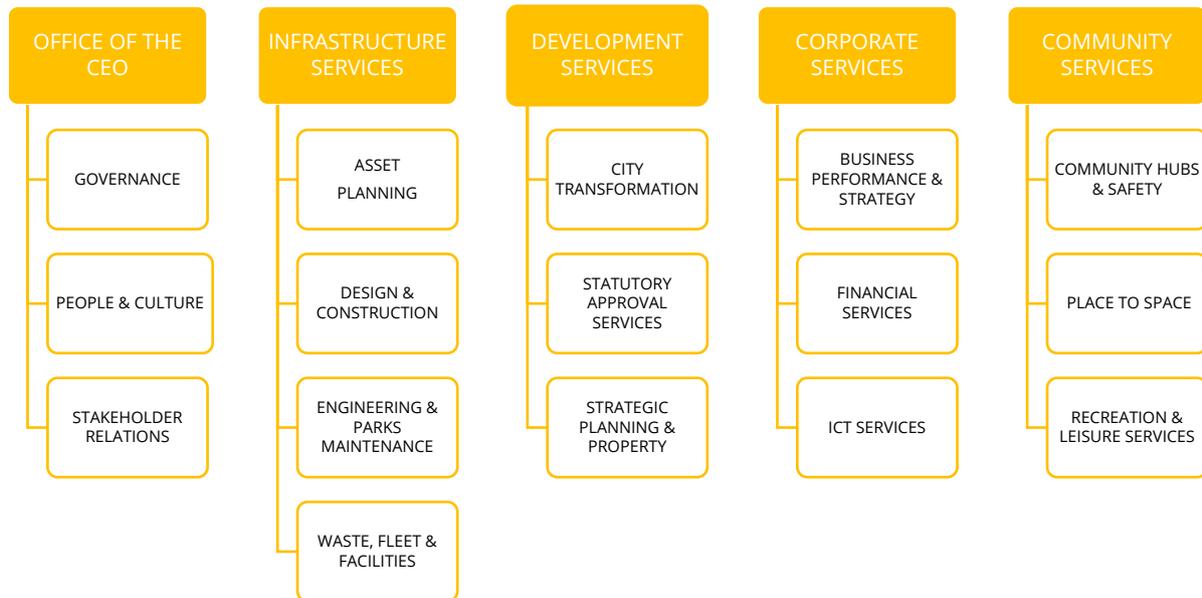
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Under broad supervision of Coordinator Financial Services, provide financial support that is aligned to Council's strategic planning outcomes and strategies. To support and provide high quality customer service and Financial Services to both internal and external customers, including general ledger reconciliations and various functions covering, banking and investments, insurance, asset and plant registers.

## KEY RESULT AREAS

### BANKING & INVESTMENT SERVICES FUNCTIONS

- Reconcile all bank statements to the City's general ledger accounts.
- Respond to enquiries and investigate any discrepancies.
- Prepare high level cashflow to optimise investment returns for municipal and trust term deposits and advise management in line with the Council policy.
- Reconcile the schedule of investments register to the general ledger
- Debtors BPay, BPoint files daily for Rates section
- Receipt Remote Credit Files
- Investigate download errors and process to/from unclaimed monies
- Track repayments of loans per schedule and process payments to update loan accounts.
- Download credit/purchase card transactions monthly and provide report for the end of month council report
- Update and produce monthly audit investment report for the end of month council report
- Provide projections for investments returns for budgetary purposes.

### ASSET / PLANT ACCOUNTING AND REPORTING

- To maintain the asset and plant registers with details of addition, disposals and depreciation.
- Generate and post journals on all asset movements to match Asset Management system on a quarterly basis.
- Ensure that the finance system reconciles to the asset management system movements on a regular basis.
- Liaise with the Asset Services for asset additions and disposals reviewing data from both the Finance and Asset Management Systems.
- Provide projections for depreciation charges by asset class for budgetary purposes

### INSURANCE POLICIES AND CLAIMS RELATED SERVICES

- Maintain the City's insurance schedule with additions and disposals on a regular basis.
- Provide administration support to manage the City's claims which includes liaising with the City's insurer and the service area.
- Liaises with internal service areas and prepare annual insurance renewal return in preparation for the following year's insurances.
- Liaise with Accounts Receivable Officer for insurance recoups
- Assists in providing budgetary data for insurance charges to be forecasted.

### OTHER FINANCIAL SERVICES SUPPORT

- Process general ledger journals.
- Provide departmental support as required
- Prepare the monthly claim as part of the BAS Return for Trust related transactions
- Liaise with Internal and External Auditors related to the functions of this role.

- Provide relief and assistance to the accounts receivable officer as required
- Maintain trust and city reserves general ledger details
- Maintain Reserves Reconciliation spreadsheet
- Maintain appropriate paperwork of trust details
- Maintain Trust recoup spread sheet
- Provide administration support for the City's DCPs.
- Act as City's Corporate Credit Card Administrator and handle all related issues and keep records and updated list of cardholders.

### **CUSTOMER SUPPORT**

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

### **ADMINISTRATION**

- Proactively maintain administrative tasks, including database management, client information and communications, ensuring all are kept up to date.
- Review and update the process documents related to the duties of this role.
- Train appropriate team members to act as backup of this role as directed.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Progressing towards or completion of a relevant tertiary qualification, and/or appropriate experience in Finance

### **SELECTION CRITERIA**

1. Demonstrated sound knowledge of accounting procedures and policies.
2. Experience in cash and bank accounts related functions and reporting.
3. Excellent verbal and written communication skills and ability to negotiate and liaise with external agencies and stakeholders.
4. A sound level of understanding of Local Government functions including ability to interpret the agreements, regulations and city policies related to banking, insurance and asset accounting and reporting
5. High quality and accurate presentation of advice both verbal and written, via all standard forms of business communication.
6. Developed skills in MS Office and financial and asset management systems.

7. High level proficiency in data entry skills.

## **DIVERSITY**

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## **DRIVERS LICENCE**

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **AGILITY**

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY:

DATE PD REVIEWED/APPROVED: Click or tap to enter a date.

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