

POSITION DESCRIPTION

FINANCE OFFICER - DKHAC

POSITION DETAILS

POSITION No:	4228	UNIT:	DKHAC
EMPLOYMENT STATUS:	Part Time (24 hours)	LOCATION:	The Doone Kennedy Hobart Aquatic Centre
DIVISION:	Community Life	CLASSIFICATION:	MO Level 2

OBJECTIVES

MISSION STATEMENT

Working together to make Hobart a better place for the community

DIVISION OBJECTIVE

The principal objective of the Community Life Division is to deliver programs, services and activities focused on driving community engagement and participation, enhancing the vibrancy of the City of Hobart through activation, tourism and events, and addressing social inclusion, health and wellbeing, cohesion, resilience, disadvantage and inequality. The Division plays a visible and dynamic role in Hobart's economic and cultural development, and provides strategic, policy and communications support across the organisation.

POSITION OBJECTIVE

Coordinate accurate and effective budgeting, financial records and financial processes for the Doone Kennedy Hobart Aquatic Centre and ensure cost effective tracking of targets and budgets throughout the year.

KEY FUNCTIONS AND RESPONSIBILITIES

- Review and coordinate the preparation and regular monitoring of the Centre's annual budgets, targets, fees and charges, budget variance reporting, financial processes and carry forward processes.
- Act on any identified issues with the budget, budget variances and financial processes, ensuring clear communication and collaboration with Centre staff in providing resolutions and developing improvements.
- Review, maintain and monitor the financial records for the respective operating areas of DKHAC, providing timely reports and information to the Centre Leadership Team (CLT) regarding items of concern.
- Ensure accurate preparation for and processing of direct debits for the Centre.



City of **HOBART**

- Complete the monthly income statement for Council's Finance Department, including collation of month end financial reporting for respective operating areas.
- Ensure accurate and timely administrative of accounts receivable and accounts payable for the Centre, including regular reconciliation of petty cash.
- Prepare journals for the Centre Leadership Team (CLT) and maintain the general ledger
- Coordinate the fortnightly payroll spreadsheets for the Centre, ensuring all information is provided to payroll as required.

Work Health and Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

This Finance Officer position reports to the Manager of DKHAC. The position is required to liaise with all senior levels of staff to ensure an integrated approach to work outputs and a collaborative approach to implementation of any changes or new processes. The position is also required to work with other staff within the Centre to provide guidance on financial matters. This position is also responsible for coordination and dissemination of financial information being transferred between the Centre and Council's Finance Department.

2. EXTERNAL

Financial institutions and other stakeholders.

SELECTION CRITERIA

1. Certificate in financial administration combined with relevant experience in a financial officer role.
2. Excellent communication and well developed report writing skills, with a focus on financial reporting.
3. Experience with financial management software and the ability to quickly learn new systems thoroughly for the support of the team.
4. Experience in and an understanding of annual budgets, ledgers, purchase orders and banking processes, including the running of direct debits, accounts payable and receivable, income statements and bank reconciliations.
5. Demonstrated ability to manage time, set priorities and achieve planned objectives in collaboration with key Centre staff.
6. Ability to review, improve and develop financial processes with input from relevant staff for the benefit of staff development and consistency of process.

DESIRABLE

A demonstrated understanding of financial practices in a recreation/aquatic centre environments and experience Links software systems.

BUDGET RESPONSIBILITIES: Coordination, reviewing, monitoring and communicating information through relevant staff for appropriate and timely action.