

Position Description



This is an identified position classified as a special measure under section 12 of the Equal Opportunity Act 2010 (Vic). The position aims to promote substantive equality in employment for groups that experience disadvantage. To be eligible, applicants must identify with at least one of the following groups: Aboriginal and/or Torres Strait Islander; from a culturally and linguistically diverse background; living with disability, illness or injury; or a young person aged 16–25. Applicants do not need to identify with all groups listed.

Position Title Classification Position Number	Finance & Procurement Support Officer Band 4
Directorate Department Team	Corporate Services Strategic Finance & Performance Financial Planning & Performance
Date Prepared by	September 2026 Senior Accountant

Banyule City Council Overview	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high-quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the well-being of an inclusive community
Department and Team Overview	Finance & Procurement provides the accounting, budgeting, financial statements preparation, revenue collection, procurement and accounts payable functions within Council.
Position Objectives	The position provides general operational and administrative support to the Strategic Finance & Performance department, delivers efficient, courteous and responsive customer service to internal and external stakeholders, and ensures relevant operational activities and records are maintained accurately and efficiently. The position also provides an opportunity to develop skills and knowledge of financial operations within local government.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas

- Provide finance and administration support to the Finance & Procurement business unit. The position administers defined workflows within established policies, procedures and financial controls, including:
- Process financial transactions accurately and on time.
 - Prepare and process general journals with the required approvals.
 - Administer routine accounts payable and accounts receivable activities.
 - Reconcile debtor, creditor and general ledger accounts.
 - Support month-end and year-end financial close processes.
 - Prepare routine financial, compliance and management reports.
 - Support budget monitoring, forecasting and data collection.
 - Analyse and investigate routine income and expenditure variances within established parameters.
 - Support monitoring of financial performance against budgets and forecasts, and refer budget concerns to the supervisor.
 - Enter, check and maintain accurate financial information, procedures and records.
 - Coordinate routine audit requests and provide supporting documents.
 - Provide procedural advice and responsive finance and administration support to internal stakeholders.
 - Assess routine enquiries and resolve routine errors or exceptions.
 - Coordinate with stakeholders to obtain information, approvals and supporting documents.
 - Follow Council policies, procedures, financial controls and relevant legal requirements.
 - Recommend practical improvements to finance processes and procedures.
 - Protect the confidentiality and integrity of financial information.
 - Contribute positively to team objectives and continuous improvement activities.

Organisational Relationships

Position Reports to: Senior Accountant
Internal Liaisons: Various Council Officers
External Liaisons: Other Councils, Legislative Bodies, organisations supporting Local Government, Creditors, Debtors.

Accountability and Extent of Authority	• Work within established policies, procedures, financial controls and approved authority. • Exercise discretion when selecting and applying the appropriate method or process. • Independently administer defined finance and administration workflows. • Plan and organise work at least one week ahead to meet agreed deadlines and service standards. • Be accountable for the accuracy, quality, timeliness and confidentiality of the position's work. • Refer complex, sensitive, policy, budget, approval or higher-risk matters to the supervisor. • Decisions generally affect individual transactions, stakeholders, records and processes within the Finance & Procurement function.
Judgment and Decision Making	• Work objectives are well defined, but the appropriate method, process or system must be selected from a range of available options. • Assess routine matters using established procedures, financial controls and previous practice. • Identify and resolve routine errors, differences and exceptions, including routine account variances, within established parameters. • Refer matters outside established procedures or authority to the supervisor. Guidance and advice are available when required.
Specialist Knowledge and Skill	• Genuine working knowledge of finance and procurement practices, bookkeeping, accounting principles, general ledger systems, financial controls and relevant requirements. • Ability to understand and use Council's Chart of Accounts and financial procedures. • Ability to use, or learn to use, Microsoft 365 and relevant Council systems to enter, check, analyse and report financial information. • Understanding of the Finance & Procurement function and how the position supports its objectives.
Management Skills	• Plan and organise work at least one week ahead, manage competing routine priorities and meet agreed finance processing and reporting deadlines. • Monitor progress and advise the supervisor early about possible delays, risks or problems. • Work independently on defined tasks while contributing to team objectives. • This position does not manage employees.
Interpersonal Skills	• Communicate clearly and respectfully, both verbally and in writing. • Provide inclusive customer service to Council employees, customers, creditors, debtors and external organisations. • Work cooperatively with others and gain their assistance to obtain information, approvals and documents for defined finance activities. • Prepare clear and accurate routine emails, letters, reports and financial information. • Protect confidential information and seek guidance when required. • Adapt to new systems, processes and work priorities.
Qualifications and Experience	• A relevant qualification below diploma level in accounting, bookkeeping, business administration or a related area; or equivalent knowledge and skills gained through training and relevant experience.

	• Capability may be demonstrated through paid or non-paid work, training, study, volunteering, community participation, or simulated finance activities. Applicants must still demonstrate the genuine working knowledge required for the position. • Ability to complete the required checks, including a Nationally Coordinated Criminal History Check.
Key Selection Criteria	
	1. Genuine working knowledge of finance and procurement practices, bookkeeping, accounting principles, general ledger systems and financial controls. This capability may be demonstrated through training, study, paid or non-paid work, volunteering, community participation, or simulated finance activities. 2. Ability to reconcile accounts, investigate routine variances and resolve routine errors or exceptions within established procedures. 3. Ability to use, or learn to use, Microsoft 365 and relevant Council systems to enter, check and maintain accurate information and records. 4. Ability to organise tasks, manage routine priorities and meet agreed deadlines. 5. Clear and respectful written and verbal communication, with the ability to provide inclusive customer service and work cooperatively with others. 6. Ability to follow procedures, protect confidential information, identify routine issues and seek guidance when required. 7. Willingness to learn new administrative processes and transfer skills between work areas.
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others who may be affected by one's duties and actions. • Exercise due care for Council property for which this position is responsible or issued. • Ensure a child-safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure the delivery of the best possible service to the community whilst demonstrating value for money.