Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW

EMPLOYMENT OPPORTUNITY

Port Augusta City Council

A new career is waiting for you…

Finance Officer- Accounts Payable

Civic Centre

Fixed Term Full Time Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

Responsible for the accounts payable function, assist with accounting and internal control functions, and ensure the accuracy and integrity of Council's financial data base.

The successful applicant will have:

- Knowledge of accounts receivable/payable systems and its relationships to other financial systems.
- High level of literacy, numeracy and data entry skills.
- Previous experience in a finance position.
- Excellent skills in the operation, analysis, improvement and maintenance of computerized accounting applications.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Hilton Kahondo, Finance Manager on 8641 9100.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Monday 23 November 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL

Port Augusta
CITY COUNCIL

POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE:	Finance Officer – Accounts Payable
LEVEL:	Level 3 (General Officer)
STREAM:	South Australian Municipal Salaried Officers Award
DEPARTMENT:	Corporate Services

POSITION OBJECTIVE:

Assist with accounting and internal control function, manage the accounts payable function and ensure the accuracy and integrity of Council's financial data base.

REPORTING RELATIONSHIPS

This position reports to the Finance Manager.

POSITION DETAILS

- Provide support to Council's Finance and Customer Service team.
- Provide financial support and specialist advice to the Directors, Managers and Supervisors, and Finance Team.
- Ensure that key responsibilities are carried out in an efficient and conscientious manner within set time frames, deadlines, and budget constraints.
- Ensure integrity of financial transactions, including assistance with daily housekeeping of computerised financial system, general ledger maintenance and processing of journals.
- Responsible to process and receipt daily the Centrepay, BPoint, BPay, Australia Post and eServices downloads.
- Responsible for processing 'End of day' cashier close off procedures.
- Responsible to undertake quarterly audits on credit cards for all cardholders and ensure all purchases are undertaken in accordance with Council policy.
- Maintain Councils Grants Register.
- Monitor mobile phone usage reports and maintain electricity and water utility accounts for Council facilities.
- Conduct access reviews and participate in internal audits.
- Support Customer Services with enquiries and receipting.
- Manage and maintain the accounts payable and purchasing functions of Council. Accurately prepare, reconcile, and make payments for all invoices and statements received from Councils Creditors.
- Process end of month and end of financial year procedures for accounts payable function.
- Maintain Councils plant register for all Council vehicles and registrations, including annual registration fees.
- Prepare Poinsettia rental invoices each month and provide to Accounts Receivable Officer.
- Process elected members and contractor payments each month.
- Process credit card payments and BP fuel card invoices monthly, and reconcile Councils clearing accounts.
- Undertake projects as directed by the Finance Manager.

- Responsibility to ensure that all records, correspondence and e-mails are recorded in Councils electronic records management system.

PERSONAL CRITERIA

3.1 Skills

3.1.1 High level of literacy, numeracy and data entry skills.

3.1.2 Effective communication and consultation skills, particularly with regards to external agencies, auditors and financial institutions.

3.1.3 Excellent skills in the operation, analysis, improvement and maintenance of computerised accounting applications.

3.1.4 Highly self-motivated and the ability to work collaboratively in a team environment, including flexibility and adaptability of approach to changing work requirements.

3.2 Knowledge

3.2.1 Knowledge of accounting principles and practices.

3.2.2 Knowledge and understanding of taxation procedures and practices.

3.2.3 Knowledge of accounts receivable/payable systems and its relationships to other financial systems.

3.3 Experience and/or Qualifications

3.3.1 Experience in financial system software and MS Office applications.

3.3.2 Preferred – previous experience in a finance position.

3.3.3 Preferred – Certificate in Accounting or equivalent.

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

Risk Awareness, responsibilities and accountabilities:

- Part of risk awareness is actively encouraging employees to report potential issues and making this process easy. Create and share a clear protocol for reporting within your organisation to identify threats before they escalate.
- Manages risk within their area of influence
- Follows risk management policy and procedures
- Participates in a risk-aware culture
- Assesses new risk and monitor change in known risks
- Contributes to the continuous improvement of risk management frameworks, processes and culture.

5. SPECIAL CONDITIONS

- Some out of hours work may be required.
- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Must be prepared to undertake training from time to time including after hours if appropriate and off-site training if required.
- General Probity Screening Clearance through the Department of Human Services.
- Ordinary hours of duty from Monday to Friday.
- This position is contracted until 30/06/2027.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.

6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.

6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.

6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.

6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.

7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.

7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.

7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- *Respect and Social Cohesion*
  Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.

- *Optimism and Confidence*
  We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.

- *Courage*
  We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.

- *Leadership*
  We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR26/60034

Position Description Prepared 27/11/2025