

<b>POSITION:</b>	<b>Accounts Officer (Part-time)</b>
<b>CLASSIFICATION:</b>	<b>Band 4</b>
<b>REVIEW DATE:</b>	<b>June 2018</b>

## Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of more than 400,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

## Our Vision

Inspiring spaces where everyone is free to discover possibilities.

## Our Values

### Teamwork

We excel when we all contribute. We are loyal and dedicated to each other. We always do our fair share.

### Love of Learning

We love new things. We believe there is an opportunity to learn anywhere and everywhere.

### Fairness

We treat all people fairly. We do not let our personal feelings bias our decisions about others. We give everyone a chance.

### Creativity

Thinking new ways to do things is crucial to our success. We are never content doing things the conventional way if we believe a better way is available.

### Social Intelligence

We are aware of the motives and feelings of other people. We know what to do to fit into different situations and we know what to do to put others at ease.

### Humour

We like to laugh, bringing smiles to other people. We try to see the light side of all situations.

## Behaviours

- Consistent support of CCL values
- Great customer service
- Embracing new thinking
- Prioritising momentum not perfection
- Placing value on taking calculated risks
- Prepare to fail early, fail often
- Supporting a culture of collaboration and innovation
- Pay it forward
- Look after the neighbours
- Build confidence and resilience
- Share our stories

## Position Objectives

### Operational

- The Accounts Officer is responsible for provision of administrative support to the senior management team at Casey Cardinia Libraries

- Ensure effective and efficient processes are followed to obtain quotes and pricing for the purchasing of equipment, materials and supplies.

## Strategic

- Contribute to development and achievement of CCL strategic goals and plan
- Contribute to the continuous improvement and development of CCL by participating in activities and service development such as: library and learning staff forums, training programs, team meetings as required and meetings with your Team Leader.

## Key Responsibilities and Duties

### 1. Administrative Support

- Maintain, order and distribute library supplies, stationery and processing materials as required
- Update the Corporations Asset Register for Equipment and Furniture.

### 2. Purchasing Equipment, Furniture and Fittings

- Under the guidance of the Executive Team, obtain quotes and prices for equipment and services for the Corporation and Council minor capital works to be included in the budget process.
- Review quotes and negotiate pricing with suppliers for the purchase of equipment and services for the Corporation.

### 3. Processing of Accounts

- Responsible for the preparation of accounts for payment (electronic and manual)
- Allocate account numbers, creditor numbers and GST coding
- Sort collate and batch invoices for input into the City of Casey's finance system
- Ensure that Creditor's details are accurate for input into the City of Casey's finance system
- Ensure that payment advices are correct, prior to being forwarded to creditors
- Assist in the preparation of the BAS statements and journals
- Maintain analytical spreadsheets.

### 4. Petty Cash and Banking

- Reimburse petty cash payments to branches after authorisation
- Maintain and review costings onto the petty cash spreadsheet
- Prepare payment request for petty cash reimbursement
- Check cash register readings against branch summary
- Collate branch details downloading onto software program
- Prepare banking for collection and reconcile the accounts for data input.

## Key Selection Criteria

- Relevant qualifications and experience in a business environment desirable
- Intermediate experience in Microsoft Applications including Word, Excel and SharePoint
- Prior experience with a finance system is desirable
- Ability to undertake supervisory responsibilities as required
- Well-developed interpersonal skills with the ability to communicate with all ages, across all levels of the community
- Ability to work independently and as part of a team to meet organisational strategic outcomes
- Time management, and planning ability
- Driver's licence essential.

## Organisational Relationships

Reports to:	Finance Manager
Supervises:	Administration Support (Secondary)
Internal liaisons:	Executive Team, Leadership Team, Branch and Specialist Staff,
External liaisons:	Council officers, Suppliers, Contractors and Sales Representatives.

## Extent of Authority and Accountability

- Obtain and negotiate quotations from suitable suppliers
- Place, within the Budget, authorised orders with selected suppliers
- Supervise the supply of stationery and supplies promptly to branches
- Maintain petty cash
- Liaise with Council on minor capital works purchases.

## Judgement and Decision Making

- Judgement on suppliers for minor purchases
- Judgement about quality, quantity and price of goods for minor purchases
- Final decision on major budgeted purchases to be made by the appropriate managers
- All orders must be authorised by the appropriate manager.

## Specialist Knowledge and Skills

- Negotiating and bargaining skills
- Accurate and competent, computer and keyboard skills
- Knowledge of Microsoft Office Applications
- Knowledge of CCL policies and procedures
- Knowledge and an appreciation of the goals of the Library Corporation
- Knowledge of safe work practices and OH&S procedures.

## Managerial Skills

- Manage own time, set priorities, plan and organise work
- Supervisory skills
- Ability to implement relevant personnel practices.

## Interpersonal

- Ability to liaise with staff at all levels
- Ability to resolve problems and conflicts in a friendly and calm manner
- Ability to communicate clearly with suppliers and staff
- Ability to prepare correspondence in respect to key responsibilities
- Ability to have a flexible approach to work and changing priorities.

## Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – part-time, based on the 38 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months

- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Corporation buildings and in Corporation vehicles
- **Working with Children Check** – mandatory (Child Safe Standards 2017)

## Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
<b>Passive</b>			
Ability to stand for extended periods for the purpose of using a computer		✓	
Ability to sit for extended periods for the purpose of using a computer, travelling to various locations and attending a range of meetings			✓
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
<b>Manual Handling</b>			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers	✓		
Lifting of stock and library materials onto and off shelving	✓		
Pushing book trolleys	✓		
Lifting and moving of boxes and files on a regular basis	✓		
<b>Agility</b>			
Bending and stretching, including knee bending			✓

*Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.*

All staff are reminded that they should follow Health and Safety regulations and the Corporation's Health and Safety Manual Handling Policy when performing their duties.

Staff Member:

Signature:

Date:

Authorised: Melissa Martin (Manager Organisational Development)

Date: June 2018