

Position Description

Coordinator, Finance Services

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| Directorate | Corporate & Community |
| Business Unit | Finance |
| Location | Council Administration Building, Yass |
| Award Band | Administrative/Technical/Trades Band 2, Level 3 |
| Position Number | 251010 |
| Grade | 17 |
| Date position description approved | December 2025 |

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Directorate comprises of Community & Engagement, Information & Communication Technology, People & Safety, Governance & Risk, and Finance. The role of Coordinator Finance Services is located within the Finance business unit.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values



Primary Purpose of the Position

The primary purpose of the Coordinator Finance Services position is to coordinate the Finance team's efficiency, striving for high quality and precise finances services to both internal and external customers.

Emphasising strong partnerships, customer service and best practices, the role facilitates Council in making informed decisions through excellent service delivery. To oversee the activities, ensuring accuracy, associated with the Accounts Payable, Payroll processing, Revenue, banking and investments, rating and water billing, finance systems, and service charges. The position also supports Council's compliance and reporting requirements.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Lead and supervise the Financial Services team to provide quality financial services across accounts payable, payroll processing, revenue, rates, water billing, and other fees and charges, compliance and reporting.
- Collaborate with internal stakeholders, including leadership, team leaders, and frontline teams, to understand their financial support needs and challenges.
- Provide financial advice, support and analysis to the Chief Financial Officer, Financial Accountant, unit managers, enabling achievement of unit objectives and organisational wide goals.
- Implement systems, policies and procedures relevant to the Financial Services Team and overall Finance Section, ensuring compliance with regulatory standards.
- Oversee and ensure processing of rating and water billing, payroll processing, financial information including processing changes, adding new services, maintaining ratings, processing applications, rebates and audits, and issuing certificates.
- Contribute to and assist system enhancements, reporting and process improvements, and change management initiatives.
- Prepare reports, returns, valuations and data for internal and external stakeholders.
- Ensure reconciliation of the general and subsidiary ledger accounts in collaboration with the Financial Accountant.
- Assist and participate in internal and external audit processes
- Working with the Financial Accountant, maintain and update the Rating Module, Water Module, and financial modules of Council's enterprise system.
- Supervise the recovery of outstanding debts for rates, water and general debtors in accordance with Council's policies and procedures.
- Assist in the management of Council's loan and investment portfolio
- Comply with the various Acts, regulations, codes, professional standards, Council policies and procedures.
- Prepare Rate Estimates for the following Financial Year in consultation and collaboration with the Financial Accountant and Chief Financial Officer.
- Maintain a positive culture in the office, and undertake performance reviews in accordance with Council procedures.

The Manager may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by

treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- Handling difficult and sensitive enquiries regarding across the finance and payroll processing functions, in particular in respect to revenue accounts and debt recovery.

Key Internal Relationships

| Who | Why |
|--------------------------|---|
| Finance Officers | Provide guidance and support, provide advice and exchange information. |
| Council's Water staff | Provide advice and information. |
| Council's Planning Staff | Provide advice and information |
| Chief Financial Officer | Provide support and ensure provision of operational finance functions and reporting for Council |
| Financial Accountant | Provide support and ensure provision of operational finance functions and reporting for Council |
| Directors and Managers | To support their functions and provision of council objectives |

Key External Relationships

| Who | Why |
|------------------------------|--|
| Contractors | Provide and receive information. |
| Community | Negotiate payment of accounts within specified time period. |
| Audit- Internal and External | Provision of Information to ensure audit activities are undertaken |

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Chief Financial Officer

Reports

Revenue Officer(s)

Finance Officer (Accounts Payable)

Finance Officer (Accounts Receivable)

Essential Requirements

- Demonstrated experience and working knowledge of financial operational requirements, including general ledger reconciliation processes, processing payroll, accounts payable, receivable, compliance and reporting requirements.
- Demonstrated experience successfully leading and managing a team with a minimum of three years' experience.
- Excellent written and verbal communication skills to effectively interact with stakeholders.
- Proven experience in finance administration or accounting roles, with exposure to financial reporting and analysis.
- Strong understanding of financial principles, accounting standards, compliance and budgeting processes.
- Demonstrated previous working knowledge and experience of local council rates and water billing requirements.
- Demonstrated knowledge of technology-based finance, rating and billing systems.

Desirable Requirements

- Finance, Accounting or Business Management related Tertiary qualification.

Approval History

| Stage | Date | Comment | MagiQ Reference |
|---------|---------------|--------------|-----------------|
| Created | November 2025 | New Position | |

Ownership and Approval

| Responsibility | Role |
|----------------|--------------------------------|
| Author | Chief Financial Officer |
| Approver | Director Corporate & Community |