Insurance and Grants Officer

Position Description

Directorate	Corporate Services and Asset Management	**Department**	Accounting Services
Reports To	Strategic Accounting Coordinator	**Direct Reports**	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	**Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level**	Schedule 1, Level 3

Position Purpose
This position will provide advice and support in the delivery of Councils insurance requirements, monitor and report on grant and subsidy revenue streams.

Key Responsibilities and Outcomes

As an Insurance and Grants Officer you will:

- Coordinate the periodic renewal of existing insurance coverage and the purchase of new insurance coverage where necessary, to ensure Council's insurance requirements are met in a cost effective and timely manner.
- Act as a point of contact for internal and external stakeholders, providing advice on insurance matters to ensure compliance with legislation, approved standards, policies and procedures relating to insurance processes.
- Monitor and report on insurance trends in order to provide advice and recommendations to management and staff that aim to enhance the awareness of risk management responsibilities.
- Provide advice and assistance to all departments to ensure the accurate completion of grant and subsidy funding applications along with any associated reporting requirements including the external auditing of certain returns where required.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE | TEAMWORK | INTEGRITY | RESPECT | SUSTAINABILITY

Decision Making	
Budget	Not applicable

Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Sound knowledge and experience providing advice in relation to insurance matters in alignment with procedures, standards and legislation.
- Demonstrated understanding of accounting concepts and the acquittal requirements of grant and subsidy returns.
- Proficiency with Microsoft Office suite of programs and the ability to develop proficiency with Council's corporate systems.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Well developed people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.