



EMPLOYMENT INFORMATION PACKAGE

Finance Officer

REGIONAL AUSTRALIA AT ITS BEST

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ADVERTISEMENT



Council currently has the following vacancy:

POSITION:	Finance Officer
DIRECTORATE:	Community & Corporate Services
LOCATION:	Goondiwindi or Inglewood or Texas
EMPLOYMENT TYPE:	Permanent Full time
CLOSING DATE:	Friday, 26 February, 2021
ENQUIRIES:	Bradley Pyle, 0408 008 135

Employment Information Packages may be obtained by visiting Council's website at www.grc.qld.gov.au/vacancies.

Applications must be in writing and be addressed to the Chief Executive Officer, LMB 7, Inglewood Qld 4387.

Applications must be received by 5:00pm **Friday 26 February, 2021**.

POSITION DESCRIPTION

POSITION TITLE	Finance Officer
DEPARTMENT	Community & Corporate Services
LOCATION	Goondiwindi or Inglewood or Texas
AWARD STREAM	Stream A
REPORTS TO	Manager Finance

POSITION SUMMARY

To aid in the advancement of the organisation and make positive contributions to Council. Coordinate, accurate payroll services, strong experience in finance and grants management, rates and vendor panel (central contract register) maintenance.

POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"> • Experience in Local Government and/or payroll/finance.
<ul style="list-style-type: none"> • Drivers Licence (Class C essential).

KNOWLEDGE & SKILLS
<ul style="list-style-type: none"> • Excellent attention to detail.
<ul style="list-style-type: none"> • Excellent organisational and communication skills
<ul style="list-style-type: none"> • High degree of professionalism and discretion as you will be exposed to confidential information.
<ul style="list-style-type: none"> • Demonstrated ability to interpret complex Awards and Enterprise Bargaining Agreements, grant requirements etc.
<ul style="list-style-type: none"> • Prior experience of high volume payroll processing, in a fast paced environment, with an ability to pick up new systems, processes and procedures.
<ul style="list-style-type: none"> • An understanding of the principles of grants funding;
<ul style="list-style-type: none"> • An understanding of rates practices i.e. searches and levies, debt collection
<ul style="list-style-type: none"> • Knowledge of relevant networks and funding sources
<ul style="list-style-type: none"> • An understanding of local government procedures and practices
<ul style="list-style-type: none"> • Excellent customer service skills to deal with internal/external stakeholders.

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
•	<ul style="list-style-type: none"> • Ensuring all payroll transactions are processed efficiently, including the collation and processing of timesheets, ensuring the accuracy of payroll data inputted into Council's payroll system and processing the payroll data.
	<ul style="list-style-type: none"> • Processing payroll, remitting payroll taxes and government reporting.
	<ul style="list-style-type: none"> • Resolving payroll queries/discrepancies.
	<ul style="list-style-type: none"> • Maintain employee records; pay rates, taxation and superannuation requirements.
	<ul style="list-style-type: none"> • Calculate and enter termination and lump sum payments in accordance with Awards and Agreements within the bounds of taxation legislation.
	<ul style="list-style-type: none"> • Oversee and acquit external grants that Council receives.
	<ul style="list-style-type: none"> • Assist Council's Rates Officer with account enquiries, property transfers and boundary changes in a timely manner.
	<ul style="list-style-type: none"> • Be able to work efficiently with strict deadlines.
	<ul style="list-style-type: none"> • Co-ordinate councils purchasing activities through facilitating the use of an online purchasing system, currently VendorPanel.
	<ul style="list-style-type: none"> • You may be required to undertake a variety of duties not related to your substantive role in times of disaster or significant organisational crisis.
	<ul style="list-style-type: none"> • Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory.
	<ul style="list-style-type: none"> • Adhere to Goondiwindi Regional Council policies.
	<ul style="list-style-type: none"> • To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.
	<ul style="list-style-type: none"> • Any other duties as directed by your Supervisor or the Director, Community & Corporate Services.
Service	<ul style="list-style-type: none"> • Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.
Work	<ul style="list-style-type: none"> • To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.
Records Management	<ul style="list-style-type: none"> • Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.
Risk Management	<ul style="list-style-type: none"> • Identify exposures, recommending solutions, implementing approved programs, promoting risk prevention measures, updating and monitoring compliance with procedures and managing safety/risk management reporting requirements.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:

- Being aware of the council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WH&S to your Supervisor.

GENERAL CONDITION OF EMPLOYMENT

AWARD:	Queensland Local Government Industry Award – State 2017
SALARY:	Stream A Level 3 or 4 depending on experience From \$65,159 to \$70,494 p/a plus allowances
SUPERANNUATION:	First 12 months Employee contribution of 6% not compulsory Council Contribution 9.5% if no employee contribution is made, otherwise 12% Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12% *Council contribution 9.5% only applies to casuals.
STAFF DEVELOPMENT & TRAINING:	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals. Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
WORKPLACE HEALTH & SAFETY:	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
PROBATION:	All appointments are subject to a six (6) month probationary period.
UNIFORM:	Permanent full time staff will receive the uniform allowance. Permanent part time staff, trainees and casual staff will receive a relevant pro-rata entitlement to be determined by their director having regard to their role and its interaction with the public and the length of their employment. All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
SMOKE-FREE WORKPLACE:	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none">• Council buildings;• Council vehicles, road plants;• Water and sewerage plants and designated confined entry spaces;• Other designated areas, which will be notified from time to time.

RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process. Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- A copy of your latest school results.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

LOGGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website www.grc.qld.gov.au/vacancies. Complete the application and attached relevant documents. Applications should be submitted before 5:00 pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

Post to: Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	Personally deliver to: Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	Email to: mail@grc.qld.gov.au Attention: Debbie Elliott
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As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.

REFERENCE CHECKS

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

NOTIFICATION OF APPOINTMENT

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.