

**Finance Officer**

APPLICATION INFORMATION PACK

Closing Date: 3 February 2022 at 4.00pm

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**Finance and Administration Officer**

**(Full Time)**

The Shire of Wyalkatchem seeks a suitably qualified person to fill the position of Finance & Administration Officer.

Reporting to the Corporate Services Manager, key responsibilities include payroll, accounts payable, relevant reporting, records management, customer service and the provision of administrative support to the Corporate Services Manager and other staff, as required.

Applicants must demonstrate a sound knowledge of local government practices and an understanding of the *WA Local Government Act 1995* and relevant Regulations. The role requires a person who is proactive and self-driven, with excellent communication skills and a willingness to work as part of a team within a busy work environment. Well-developed financial management qualities are an essential requirement for this exciting role.

The successful candidate will be employed under conditions outlined in the *Local Government Officers (WA) Award 2021* and an attractive salary will be negotiated subject to qualifications, skills and experience. This package includes a competitive superannuation scheme and additional Wyalkatchem allowances.

Candidates wanting to take the next step in their career are encourage to contact Governance executive officer Stephanie Elvidge on 08 9681 1166 during office hours.

The information package along with the Position Description can be obtained from our website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au) and candidates are encourage to review this document before applying for the position.

Applicants are requested to submit written applications by email to admin2@wyalkatchem.wa.gov.au

Or by post, in a sealed enveloped marked “Private and Confidential – Finance Officer”, addressed to:

Governance Executive Officer

Shire of Wyalkatchem

P O Box 224

Wyalkatchem WA 6485

**Applications close at 4.00pm sharp on Wednesday 3 February 2022.**

The Shire of Wyalkatchem is an Equal Opportunity Employer

Canvassing of Councillors will disqualify.

**Peter Klein**

**CHIEF EXECUTIVE OFFICER**



**SHIRE PROFILE**

# The Shire of Wyalkatchem is located 194km ENE of Perth and 35km east of Dowerin. The district of Wyalkatchem has an area of 1,595 square km, a local roads network of 682km and a population of 500. The local economy is driven by agriculture, with wheat and sheep dominating. The town has all major services including a general practitioner and District Hospital, a high school, police station, St John Ambulance and Volunteer Fire Brigades.

# As well as the Wyalkatchem Hotel and Community Club, there are a number of retail outlets including a general store, pharmacy, news/lotto/café, tyre shop, butcher and Australia Post which, also provides banking services. Agricultural services are delivered through Elders and Nutrien and the Community Resource Centre delivers library, motor vehicle licensing and visitor centre services, as well as a range of community activities.

# The district is well served by sporting and community groups and has excellent facilities for bowls, tennis, football, cricket, hockey, golf and swimming. The Shire of Wyalkatchem has playground areas, gardens and a major oval/ recreation centre.

# The local government has made significant investment in recent years to improve the townscape, increase housing for the aged and improve the standard of sporting and community facilities. The future under a vibrant and forward looking Council and senior management team is exciting and this is a great time to join the team.

# Council’s Vision: That Wyalkatchem is a socially interactive and inclusive community that embraces our rural character and sense of community.

# Council’s Values:

# Team & community – one Shire, one community, one team

# Respect – seek respect

# Understanding – care & patience when dealing with colleagues and community

# Safety first – doesn’t happen by accident

# Trust – years to build seconds to break

# All team members are expected to contribute positively to the achievement of Our Vision by observing the Code of Conduct, Council’s policies and the promise of our Values.

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**REMUNERATION DETAILS**

**EMPLOYMENT CONDITIONS**

**SALARY PACKAGE**

The salary package being offered to the Finance & Administration Officer is as follows;

The employment conditions are in accordance with the *TBC*:

**Commencement Date:** TBC

**Reporting Arrangements:** This position reports to the Corporate Services Manager

**Level/Salary:** To be negotiated with the successful applicant.

**Allowance:** Wyalkatchem Allowance - $5,000 per annum

**Normal Hours:** Monday to Friday, 8am to 4:30pm. (+ 1 RDO/ month)

**Additional Hours:** There may be times when the performance of additional hours are required for meeting attendance or to meet deadlines.

**Annual Leave:** Four (4) weeks annual leave for each 12 months of service, including 17.5% leave loading.

**Public Holidays:** Public holidays as per the National Employment Standards and Council policy.

**Personal/carer’s Leave:** Personal, carer’s and bereavement leave are as per the National Employment Standards.

**Long Service Leave:** Thirteen (13) weeks after ten (10) years continuous local government service, transferable between local authorities within Western Australia.

**Uniform Allowance:** Council will provide an allowance of $400 per annum for the purchase of corporate uniform (commencing after the probationary period although some portion of the allowance may be paid prior).

**Superannuation:** In addition to the statutory 10% contribution to a superannuation plan of choice, the Council will match contributions by employees of up to 5% of their base salary.



**Finance & Administration Officer**

**Position Description**

1. **Incumbent**

**Name**:

**Date Commenced:**

1. **Industrial Instrument and Level**

TBC

1. **Position Summary**

To work closely with the Corporate Services Manager in the day to day management of the Council’s financial operations including, but not limed to, payroll and accounts payable in accordance with statutory requirements and Council policy.

1. **Requirements of Position**
	1. ***Skills***
2. Developed time management and organisation skills.
3. Developed written and verbal communication skills.
4. Developed public relations and customer service skills.
	1. ***Knowledge and experience***
5. Developing knowledge of accounting standards and local government accounting principals
6. Working knowledge of accounts payable systems
7. Working knowledge of payroll systems, awards & superannuation
8. Working knowledge of accounts receivable systems
9. Working knowledge of the Goods and Service Tax legislation
10. Experience with debt recovery processes and procedures
11. Demonstrated experience in providing high quality customer service
12. Working knowledge of computer systems and software applications
13. Experience in Local Government record management practices
	1. ***Personal Attributes***
14. Strong sense of team and an approach that promotes office harmony and the individual performance of others.
15. Always respectful, yet with the courage to speak up when something is not quite right
16. Being inclusive and willing to consistently seek input from others when solving problems
17. Capable of adapting to the needs of others – we’re flexible
18. Personal accountability for the safety of yourself and of those around you
19. Confidence to seek clarification when tasks are unclear and to stop working if unsafe
20. Being accountable for your actions and owning your mistakes
21. Ability to be honest and straightforward with everyone, including yourself
22. Respectful of the privacy rights of colleagues & community - no gossip
	1. ***Qualifications and/or training***

Formal qualifications in accounting or related discipline or appropriate on the job training and relevant experience.

Hold a current “C” class WA motor vehicle driver’s license.

1. **Key Roles and Responsibilities**

The principle responsibility areas of this position are outlined in the table below:

| **Financial – Payroll** |
| --- |
| Provide comprehensive payroll services to the organisation including the compilation and preparation of all payroll related information for employees in accordance with award rates and Council Policies.  |
| Record and maintain accurate employee records  |
| Assist staff with matters regarding payroll, leave entitlements and other queries as required  |
| Assist in processing workers compensation and other insurance claims. |
| Maintain and create procedures and documents relevant to the creditors position |
| Prepare payroll end of month reconciliations and process monthly payment remittance and lodgments  |
| **Financial - Creditors** |
| Processing of all creditors invoices, ensuring their compliance, and matching with the correct purchase orders |
| Ensure all creditors invoices are processed in a timely manner allowing payment to be made on time. |
| Ensure all loan payments are processed and made on time |
| Undertake creditor statement reconciliations on a monthly basis |
| Maintenance of Council’s Trust Fund and system.  |
| Prepare monthly list of payments for submission to Council |
| Prepare monthly credit card report for submission to Council |
| Prepare Creditors end of month reconciliations |
| Maintain and create procedures and documents relevant to the creditors position |
| **Financial – Other** |
| Reconciliation of Council’s bank accounts to the general ledger |
| Oversee the Shire’s Petty Cash and prepare monthly recoup requests |
| **Customer Service** |
| Deliver a positive and professional customer service to internal and external customers, via telephone, counter or email, providing accurate information and effective assistance in a timely manner |
| Process payments to Council including receipting of monies, balancing of transactions and preparation of banking |
| Maintain a professional customer service area, including monitoring of displays and promotional material |
| Oversees Council’s facilities bookings. |
| **Record Management** |
| Assist with the management of Council’s records. |
| **Administration** |
| Provide administration support to the Corporate Services Manager |
| Provide general administration support to other staff, as required |
| Maintain and create procedures and forms relevant to the Finance Officer’s position |

1. **Key Performance Requirements**
2. Accurate and timely processing of payroll including, the recording and maintenance of employee records.
3. Accurate processing of creditor invoices with payments made on time.
4. Accurate and timely reporting of list of payments for Council.
5. High level of customer satisfaction including prompt, courteous and efficient answering of enquiries.
6. Accurate and timely processing of rate notices.
7. Accurate recording and filing of Council’s records.
8. **Organisational Relationships:**

**Position is responsible to the:**

Corporate Services Manager

**Position supervises:**

Nil

1. **Key Relationships:**

**Internal:** Chief Executive Officer

 Manager of Works

 Administration Staff

 Other staff as employed from time to time

**External:** Councillors

 General Public (including Ratepayers and Residents as appropriate)

 Suppliers of goods and services, contractors

 Other Local Governments

1. **Extent of Authority**

Works within confines of policy and procedures, under the general supervision of the

Corporate Services Manager

1. **Public Responsibilities**

To promote a favourable public image of Council’s personnel, operations and the Shire in general.



 **INFORMATION FOR APPLICANTS**

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

**Application:**

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and suitability for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your application. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties required of the position.

**Covering Letter:**

A covering letter introducing yourself and explaining why you are applying for this position.

**Requirements of Position Responses:**

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential section criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model – that is:

**S**ituation: provide a brief outline of the situation / setting

**T**ask: outline what you did

**A**pproach: outline how you did it

**R**esult: describe what the outcomes were

**Resume (Curriculum Vitae) which includes:**

* Personal details – name, address and telephone number
* Your education and training achievements
* Your work history including employment dates and details of the duties, performance and achievements
* Any activities you have undertaken outside of work, which you consider are relevant to the position

**Referees:**

Applicants should provide the names and contact details of two current referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

**Other Documents:**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

**Police Clearance:**

The preferred applicant after the interview process will be required to provide a current police clearance.

**Contact Number:**

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

**Late Applications:**

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

**Equal Opportunity:**

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

**Website:**

The Shire maintains a website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au) which contains substantial information.