



Position Vacant – Administration Officer – Creditors

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 2 - \$61,043 per annum.
- Optional 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 22-23-085

For further enquiries regarding this vacancy and associated selection process, please contact Mrs Kelly Fontaine on 07 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 13 June 2023

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Administration Officer – Creditors



POSITION DETAILS	
DEPARTMENT:	Finance and Corporate Services
POSITION:	Administration Officer – Creditors
REPORTS TO:	Senior Finance Officer
DIRECT REPORTS:	Nil
PRINCIPAL LOCATION:	118 Victoria Street, St George
POSITION PURPOSE:	The Administration Officer - Creditors is responsible for providing administration and financial services including processing incoming creditors' accounts. This position may be required to provide relief for front counter reception and other administrative areas.

POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> Current C Class open drivers licence Criminal History Check will be required for this position 	<ol style="list-style-type: none"> Cert III or IV Local Government Administration or Financial Management (or other relevant financial qualification)
SKILLS	<ol style="list-style-type: none"> Ability to interpret and apply policies, procedures and legislative requirements Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality accurate outcomes Demonstrable high-level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment Highly developed computer skills, including proficiency using the Microsoft Office suite 	<ol style="list-style-type: none"> experience with Practical Computer Services – Synergy Soft and Altus and MAGIQ would be an advantage
EXPERIENCE	<ol style="list-style-type: none"> Minimum two (2) years' relevant experience, in similar positions 	

IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

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POSITION KPI's
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.
AUTHORITY/DELEGATION
Works independently under general guidance, guidelines and objectives provided by the Senior Finance Officer. This position has delegated purchasing authority in accordance with Council's Delegation Register .
RESPONSIBILITIES
INHERENT RESPONSIBILITIES
<ul style="list-style-type: none"> • To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. • Work in a safe manner at all times and report any workplace risks. • To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. • Communicate all health and safety matters to supervisors where applicable. • To be punctual and reliable • To report problems or difficulties encountered • Contribute to the Council with suggestions for improvement • Monitor personal qualifications and licences to ensure currency • All council employees are bound by the <i>Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. • Communicate reliably and regularly, especially when working alone. • Be environmentally responsible by minimising wastage without compromising safety or effectiveness
KEY RESPONSIBILITIES
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <p>Accounts Payable</p> <ul style="list-style-type: none"> • Process daily accounts payable transactions to ensure that finances are maintained in an effective, timely and accurate manner including but not limited to: <ul style="list-style-type: none"> • receive and verify invoices and requisitions for goods and services • verify that transactions comply with financial policies and procedures • prepare batches of invoices for data entry • data entry of invoices for payment • prepare vendor cheques for mailing • manage EFT and cheque payments • Maintain approved creditors in the finance system in accordance with council's policies and procedures • Ensure that all documentation is appropriately maintained in preparation for annual audit • Assist in providing information requested by Council's external auditors • Prepare new credit card applications and maintain the register of credit cards • Perform credit card reconciliations • Perform other duties within your capabilities as directed
MANAGEMENT SYSTEMS RESPONSIBILITIES
<p>Quality Management</p> <ul style="list-style-type: none"> • Willingness and ability to adapt to challenge and opportunities: <ul style="list-style-type: none"> • changing workforce capabilities through multiskilling, succession planning, knowledge management • changing technologies and operational procedures by expanding your knowledge of future trends and required competencies • Willingness and ability to set the example and live the values • Willingness and ability to advocate a positive and constructive coaching and feedback culture • Willingness and ability to promote and embody a positive attitude by connecting to a sense of purpose

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- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to provide high level customer service to internal and external stakeholders.
- Willingness and ability to integrate the competing demands of work, home, community and self

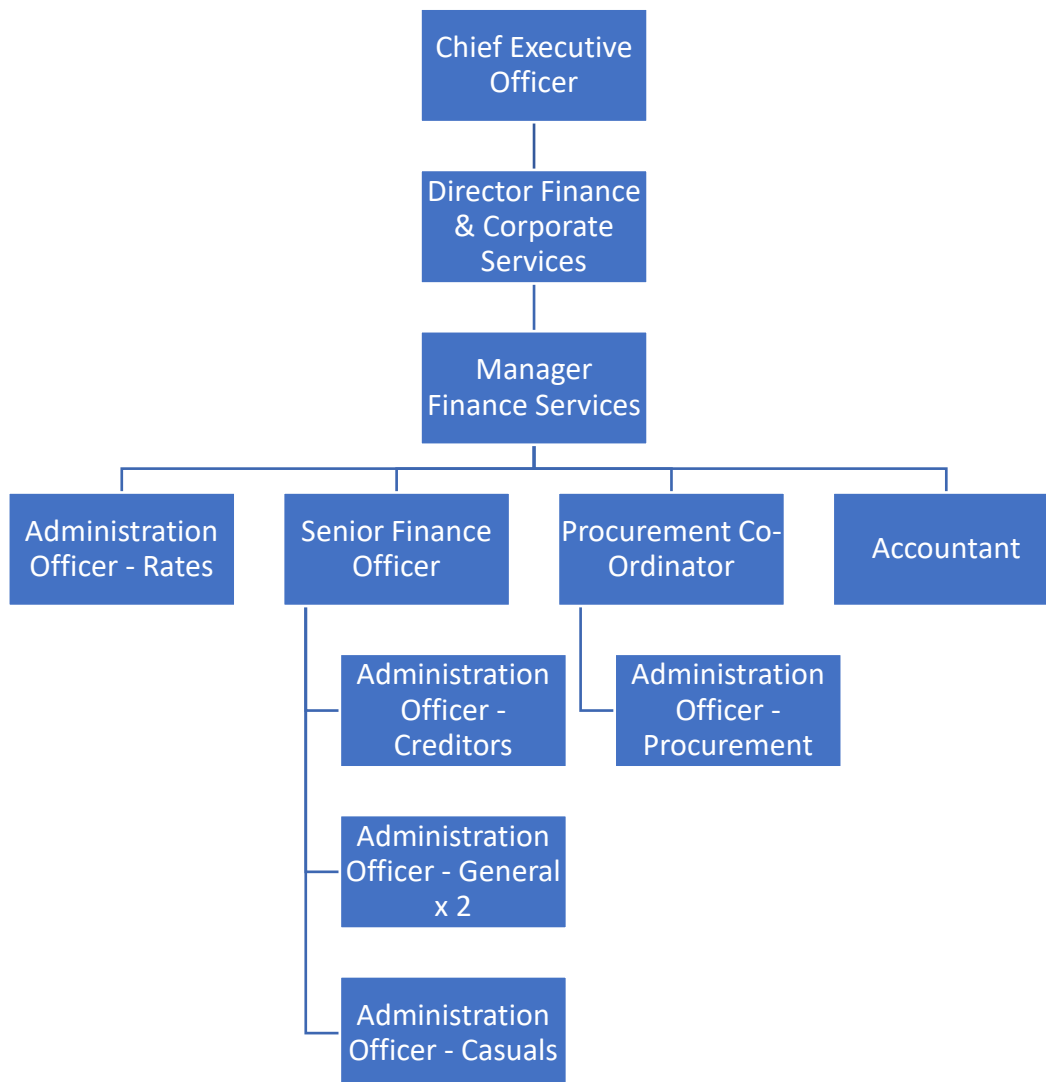
Safety & Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Maintain knowledge of safe work procedures
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Provide general administration support duties including relieving other Officers as required, responding promptly to telephone enquiries and conveying messages, and completing correspondence and reports as required
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Senior Finance Officer circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that approved purchasing procedures are adhered to
- Keep the Senior Finance Officer appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE





Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Administration Officer - Creditors	Reference Number: 22-23-085
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.