

SENIOR FINANCE OFFICER SELECTION CRITERIA



1. SELECTION CRITERIA

Please answer the following questions:

- Work under limited supervision as part of a team to provide high quality, timely financial management support.
- Proven experience in asset management, including managing the lifecycle of assets from acquisition to disposal, asset valuation and depreciation.
- Experience in preparing financial reports and budgets.
- High level of competency in understanding of financial ledgers and reconciliations.
- Effective time management skills and ability to work to strict deadlines.
- Effective communication skills with the ability to interact confidently with stakeholders at all levels of the organisation.
- Experience in Practical+ is advantageous though not essential.

2. REMUNERATION

Level 4.1-5.4

Stream A Local Government Award

- 5 weeks annual leave
- 17.5% leave loading
- 15 days personal leave
- Locality Allowance
- Fortnightly RDO's
- 11.5% Superannuation
- Employee Assistance Program
- Health & wellbeing support
- Relocation Assistance

3. FTE

Full-time.

4. APPROXIMATE STARTING DATE

As soon as practicable, or as negotiated with the successful candidate.

5. ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, enquiries should be directed to the Human Resources Officer, Julie Stewart at Council@bulloo.qld.gov.au.

6. CLOSING DATE FOR APPLICATIONS

12.00pm, Friday 23rd August 2024

Council is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will

be contacted by telephone to arrange an interview.

7. SUBMITTING YOUR APPLICATION

Your application should be submitted electronically to Council@bulloo.qld.gov.au, and your email Subject should be "First Name Surname – Senior Finance Officer". Please include:

- a. cover letter (maximum 3 pages) addressing the selection criteria;
- b. updated Curriculum Vitae, including:
 - i. qualifications;
 - ii. experience;
 - iii. three (3) referees, including your current employer;
- c. copies of academic transcripts.