

# POSITION VACANT

# ACCOUNTS PAYABLE



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 BULLOO SHIRE COUNCIL CERTIFIED AGREEMENT**

- Prior to appointment, the chosen applicant may be required to successfully complete a Pre-employment Medical Examination and/or a Criminal History check.
- Full Time - 72.5 Hours Fortnightly
- Level 2.1 - 3.4 (\$61,943 - \$69,254)
- Locality Allowance of \$2,446.60 per annum without dependents or \$4,893.20 per annum with dependents (certain criteria needs to be met to receive this)
- Council offers employees the ability to salary sacrifice some expenses such as rent and super
- Superannuation – Guarantee Levy (11.50%) applicable on commencement of employment. Contributions at the rate of 6% (employee). Personal contributions are able to be salary sacrificed.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum
- 9 day working fortnight
- Relocation assistance
- Health and wellbeing support with Employee Assistance Program (EAP)
- 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 Requirements of the Position in the Position Description

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

Email: council@bulloo.qld.gov.au  
Hand Delivered: 66-68 Dowling St, Thargomindah  
Post: PO Box 46, Thargomindah QLD 4492

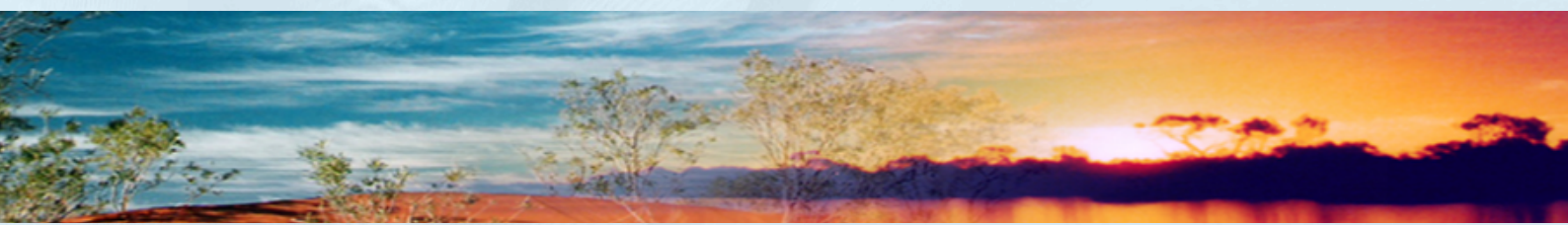
For further inquiries regarding this vacancy and associated selection process, please contact Mrs Julie Stewart on 07 4621 8000.

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 – Friday, 6th September 2024**

Tiffany Dare

CHIEF EXECUTIVE OFFICER



# POSITION DESCRIPTION



<b>TITLE</b>	Finance Officer (Accounts Payable)
<b>DEPARTMENT</b>	Administration & Finance Services
<b>AWARD</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>CLASSIFICATION</b>	Level 2.1 - 3.4
<b>REPORTING OFFICER</b>	Administration & Finance Supervisor
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

A skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. Ensuring all Governance outcomes are delivered in line with Council’s operational and corporate plans and continue to manage finances in a responsible and sustainable manner.

## OBJECTIVES

To assist with Council’s financial and administrative functions as required in an effective and efficient manner in accordance with Council’s policies and procedures.

Contribute to the timely delivery of financial functions including but not limited to Creditors, BAS & day to day finance tasks.

## KEY RESPONSIBILITIES

### Accounts Payable

- Maintaining, updating and keeping records of all Creditor documentation.
- Processing of all Creditor invoices, credit notes and payments & facilitate payment processing.

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- Act as a reference point in regards to Creditors functions.
  - Assist with ensuring financial records are accurate, complete and conform to Councils policies and procedures.
  - Maintain Creditors Invoice Tracking Register and monitor breaches in policy.

#### **Business Activity Statement (BAS)**

- Lodge monthly BAS submission to the ATO, including reconciling BAS with general ledger, processing of adjustments.
- Prepare fuel rebate claim.

#### **Administration and Other General Duties**

- Complete Councillors remuneration as necessary.
- Assist with preparation of Monthly Reports.
- Assist in the supply of finance information to Auditors.
- Assist with cash receipting and end of day processing.
- Update procedures, checklist and action plans as required.
- Assist staff with any queries regarding accounts payable.
- Ensuring all Filing and archiving is up to date
- Assist in the provision of other administrative support including answering phones, front counter enquiries and other general clerical support duties;
- Perform ad hoc duties relevant to skills and qualifications.

#### **Workplace Health and Safety**

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

### **REQUIREMENTS OF THE POSITION**

#### **NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):**

##### **(R) - Required / (D) - Desirable (training could be provided)**

- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes **(R)**
  - High level of organisational skills and the ability to prioritise work **(R)**
  - Good interpersonal skills including telephone and customer service skills **(R)**
  - High level written and verbal communication skills **(R)**
  - Have the knowledge or ability to acquire knowledge of Council's accounting system (Practical +) **(R)**
  - Sound knowledge of financial procedures **(R)**
  - Knowledge & thorough understanding of Council financial Policies and Procedures **(D)**
  - Proven work experience as a Finance Officer or similar role **(D)**
  - Cert III or higher in a Financial Qualification **(D)**
  - Class "C" Driver's License **(D)**
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## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
  - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
  - (3) The worker must not intentionally misuse or damage the equipment.
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# 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:	Accounts Payable
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced: / /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced: / /
Location:	Concluded: / /
Main Duties:	
<b>Previous Employer:</b>	Commenced: / /
Location:	Concluded: / /
Main Duties:	

# Application for Employment

## Licences, Certificates and Qualifications

<input type="checkbox"/> Car	<input type="checkbox"/> LR / MR / HR / HC / MC <i>(please circle)</i>	
<input type="checkbox"/> Skid Steer	<input type="checkbox"/> Backhoe	<input type="checkbox"/> Dozer
<input type="checkbox"/> Excavator	<input type="checkbox"/> Grader	<input type="checkbox"/> Compactor
<input type="checkbox"/> Front End Loader	<input type="checkbox"/> Roller	<input type="checkbox"/> Other:
<input type="checkbox"/> EXP under 11m	<input type="checkbox"/> EXP over 11m	
<input type="checkbox"/> Cert 3: _____	<input type="checkbox"/> Cert 4: _____	<input type="checkbox"/> Diploma: _____

## Experience

Have you ever performed in a supervisory role?  Yes  No

*Estimated total length of experience:*

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

- |   |   |
|---|---|
| <input type="checkbox"/> Less than 2 years            | <input type="checkbox"/> Rural Industry                   |
| <input type="checkbox"/> Between 2 years and 5 years  | <input type="checkbox"/> Mining Industry                  |
| <input type="checkbox"/> Between 5 years and 10 years | <input type="checkbox"/> Road Construction / Maintenance  |
| <input type="checkbox"/> More than 10 years           | <input type="checkbox"/> Other Construction / Maintenance |
|   | <input type="checkbox"/> Combination of most of the above |
|   | <input type="checkbox"/> 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?

- |   |  |
|---|--|
| <input type="checkbox"/> Facebook           | <input type="checkbox"/> Employee referral |
| <input type="checkbox"/> Council Website    | <input type="checkbox"/> Newspaper         |
| <input type="checkbox"/> Other social media | <input type="checkbox"/> Other _____       |

# Application for Employment

## 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?  Yes  No

### Reference No. 2

Name:

Contact Number:

Organisation:

Direct Supervisor?  Yes  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.*