



## APPLICATION PACKAGE

### Finance Officer – Creditors

#### PART TIME ROLE – 0.6

Hourly Wage between \$32.5532 to \$34.2085  
Level 4, Local Government Industry Award 2020

Following an office restructure, a great part-time opportunity has opened for a motivated finance professional to join the Shire of Brookton for 3 days each week as our part time Finance Officer – Creditors.

The Finance Officer – Creditors role is part of the Shire’s finance team with responsibility for:

- processing of creditors in a timely and compliant manner;
- completing General Ledger reconciliations;
- maintaining Council’s creditor systems; and
- assisting with Administration and customer service functions.

To be considered, you will likely have finance experience, computer and IT skills and be a good communicator. Local government finance or administration experience would be highly desirable, but not essential.

In return the Shire is offering a remuneration package including:

- Hourly wage of between \$32.5532 to \$34.2085;
- Superannuation of up to 15.5%;
- 4 weeks pro-rata annual leave per annum with leave loading; and
- 2 x recreation days per year.

Further information is available on the Shire’s website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Ms Dee Sweeney, Manager Corporate and Community on 0418 422 498.

Applications should be addressed to the Chief Executive Officer, or emailed to [ceo@brookton.wa.gov.au](mailto:ceo@brookton.wa.gov.au), marked “Confidential – Finance Officer – Creditors”, by **4pm, Monday 6 February 2023**.

## APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Please visit our website at [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au) for further information about the Shire of Brookton.

Your application should consist of at least:

### **Covering Letter**

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

### **Resume/Curriculum Vitae**

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

### **Applications**

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to [ceo@brookton.wa.gov.au](mailto:ceo@brookton.wa.gov.au) or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Monday 6 February 2023**.

## GENERAL EMPLOYMENT INFORMATION

### Salary Package:

The offered Salary Package includes:

COMPONENT	FROM	TO
Base Salary (cash component)	\$40,626.39	\$42,692.21
Superannuation (10.5%)	\$4,265.77	\$4,482.68
Superannuation 5% - subject to employee matching	\$2,031.32	\$2,134.61
<b>Package Total</b>	<b>\$46,923.48</b>	<b>\$49,309.50</b>

There is no Shire accommodation allocated to this position.

### Work Place Address:

Shire of Brookton Administration, 14 White Street, Brookton.

Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

### Award and Enterprise Agreement

All conditions are in accordance with the Local Government Industry Award 2020.

### Contract of Employment

Permanent

### Probationary Period

This position has a six-month probationary period as per Council policy.

### Hours of Work

The regular hours of work are 48 ordinary hours per fortnight as per the Local Government Industry Award 2020.

The 48 hours may be completed as 3 days per week:

8am to 4.30pm

30 minute lunch break

The Shire of Brookton has a flexible approach to the working hours for this part time position and will consider requests for alternative days and times from the preferred applicant.

### Local Government Recreation Days

Council provides two days each year that are normally taken during the Council approved, Shire closure period, between Christmas, and New Years each year. Or as otherwise approved by the CEO.

### Classification:

Level 4. This classification level is in accordance with the Local Government Industry Award 2020

## Salary Rate

The rate of pay applicable to this position is dependent on experience.

	Weekly		Hourly	
	FROM	TO	FROM	TO
<b>Total</b>	\$781.28	\$821.00	\$32.5532	\$34.2085

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

## Overtime

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of Clause 24 of the Local Government Industry Award 2020.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

## Salary Increases

Your salary will increase automatically in accordance with the provisions of the Local Government Industry Award 2020.

## Superannuation

Compulsory Occupational Superannuation contributions (currently 10.5% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the AWARE Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 5%. Subject to compliance with legislative requirements your additional superannuation contributions may be made on a salary sacrifice basis.

## Meal Break

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

## Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- Sick leave
- Carer's leave
- Compassionate leave

## Sick Leave/Carers Leave

You are entitled to Sick Leave or Carer's leave. You will accumulate a pro-rata 10 days of Sick Leave/Carer's leave each year.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

You are entitled to get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- Illness,
- injury, or
- an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick/carer's leave left.

### **Compassionate Leave**

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

### **Annual Leave**

You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

An Employee may purchase, through a written request, an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional leave by the employee is at the employee's 'standard' hourly rate, up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
  - i. Must be completed prior to the leave being taken.
  - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
  - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
  - ii. must be taken within a 12 month period.

An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application.
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

**TITLE: FINANCE ADMINISTRATION OFFICER – CREDITORS**

**PURPOSE:** The objectives of this position are to:

- Perform a range of Local Government finance functions in conformity with legislative requirement.
- To provide delivery of customer services, including receiving and responding to customer enquiries and coordinating access to the Shire’s service areas to ensure a professional image of the Shire and a quality service experience for all customers & stakeholders. Assist with preparation of reports pertinent to the functions of this position.
- Provide general support to the Finance & Administration Team.

KEY RESPONSIBILITES	REQUIREMENTS
<p><u>Finance Functions</u></p> <ul style="list-style-type: none"> <li>• Undertake the processing of creditors in a timely manner and in conformity with legislative requirements.</li> <li>• Ensure integrity of financial information systems and data.</li> <li>• Prepare overdue purchase order reports &amp; follow up responsible officers.</li> <li>• Prepare the creditors in a timely and compliant manner.</li> <li>• Process Bond refunds and Caravan Booking Cancellations as required.</li> <li>• Reconcile Creditors Statements as required.</li> <li>• Complete General ledger reconciliations.</li> <li>• Prepare EOM and EOFY financial reports for creditors as required.</li> <li>• Complete Audit Trial reports for Creditors and Purchase Orders.</li> <li>• Enter new Creditors &amp; updated Creditor changes, ensuring compliance with Creditor checks.</li> <li>• Prepare Council reports as required.</li> <li>• Where required assist with the preparation of monthly reports for management &amp; Council reports relating to monthly finance activities &amp; any other reports as required of the position.</li> <li>• Conduct policy and procedures reviews quarterly.</li> <li>• Assist with queries and any other finance functions as required.</li> <li>• Prepare creditor information as required for interim &amp; final audit as requested by OAG.</li> <li>• Prepare and submit the annual TPAR report.</li> <li>• Provide backup to the Finance &amp; Administration .</li> </ul>	<p>Experience &amp; Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• ‘C’ Class Driver’s Licence</li> <li>• A minimum of Certificate IV or Diploma in either Accounting/Finance/Business functions or 3 years’ experience in the same or a similar position within a government context.</li> <li>• Organisation and customer service experience.</li> <li>• An understanding of functions, standards, and practices pertinent to Finance including a knowledge of the relevant legislation and Accounting Standards.</li> <li>• The ability to interpret and understand legislation and policy pertinent to this position.</li> <li>• Proficient time management and organisational skills with a high level of attention to detail.</li> <li>• Excellent oral and written communication skills with the ability to act with diplomacy, empathy and tact.</li> <li>• Competency in keyboard and computer literacy skills, including proficiency with spreadsheets, preferably MS Excel, Word processing using MS Word.</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• An understanding of Local Government processes including use of Synergysoft.</li> </ul>

<p>Other</p> <ul style="list-style-type: none"> <li>• Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate.</li> <li>• Perform other duties as required within the scope of this position and within the employee's skills.</li> <li>• Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OH&amp;S responsibilities are met and promoted by complying with the Shire's OH&amp;S policies and procedures, and relevant legislative requirements to maintain safe work practices and a safe working environment.</li> <li>• Ensure all duties are carried out in a professional manner consistent with the Shires Code of Conduct, Council policies and procedures.</li> <li>• Perform other duties as requested by management within the incumbent's skill and ability</li> </ul>	<ul style="list-style-type: none"> <li>• A formal post-secondary or tertiary qualification in a discipline relevant to finance and/or business administration.</li> <li>• Working knowledge of a local government and other spheres of government</li> <li>• An understanding of general legislative requirements (including accounting standards, Privacy Act, OH&amp;S and so on) relevant to the position.</li> </ul> <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal and customer relations skills with an ability to understand the confidentiality aspects of the position.</li> <li>• Ability to work as a team member and autonomously with minimum supervision.</li> <li>• Friendly, discrete, sensitive and punctual.</li> <li>• Ability to liaise with a wide range of people from diverse social and cultural backgrounds.</li> <li>• Understands and makes the best use of available resources including systems, policies, and procedures information and communication technology.</li> </ul>
<p><b><u>Conditions of Employment:</u></b></p> <p>CLASSIFICATION: Local Government Industry Award 2020 depending upon qualifications and skills.</p> <p>LOCATION: The position will be located at the Shire of Brookton Administration Office, 14 White Street, Brookton.</p>	<p><b><u>Reporting Relationships</u></b></p> <p><u>Reports to:</u></p> <p>Manager Corporate &amp; Community</p>

This position was created in January 2023

**Incumbent:**

Name:

Date:

Signature:

**DIRECT MANAGER:**

Name:

Date:

Signature



# Organisational Structure

(January 2023)

**Full Time Employee (FTE) Count**  
 Executive Directorate – 6.8 FTE  
 Projects Directorate -1 FTE  
 Corporate Directorate – 7.1 FTE  
 Infrastructure Directorate – 14 FTE  
 Total - 28.9 FTE

