

DOUGLAS

SHIRE COUNCIL

POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Finance Officer – Accounts Payable

DEPARTMENT: Finance and Corporate Services

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

APPLICATIONS CLOSE: Monday 25 November 2019

Your application must consist of the following information:-

CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
 - ☞ Qualifications
 - ☞ Knowledge, Skills and Expertise
 - ☞ People Oriented Skills and Attributes
- Copy of Current Resume**



Applications should be addressed to:

**Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873**

humanresources@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

For

Finance Officer – Accounts Payable

Closing Date: Monday 25 November 2019

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: *Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

- POSITION:** Finance Officer - 231
- LOCATION:** Administration Building, Mossman
- CLASSIFICATION:** Level 3
- SALARY:** Range \$67,639.51 to \$72,702.72 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
- AWARD:** Queensland Local Government Industry (Steam A) Award – State 2017
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nineteen (19) day month rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation, membership of the Local Government Industry Award (LGIA) is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Addressed to:
Douglas Shire Council
Human Resources
PO Box 723
MOSSMAN QLD 4873
- or
- humanresources@douglas.qld.gov.au
- CLOSING DATE:** **Monday 25 November 2019**
Mossman Administration Building
64-66 Front Street
MOSSMAN QLD 4873

Position Applied for: Finance Officer – Accounts Payable
Position Number: 231

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Date: _____ Given Names: _____ Family Name: _____ Preferred Name: _____
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Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email:

Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	Employee No: _____	Classification Level: _____
Position Title: _____		
Department: _____	Supervisor: _____	
Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Agency: _____

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*

Port Douglas & Mossman Gazette Douglas Shire Council Other Newspapers:

On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? *(Please tick)*

Aboriginal / Torres Strait Islander Disability English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature:

Position No: 231
Last Updated: November 2019

<u>POSITION:</u>	Finance Officer - Accounts Payable
<u>DEPARTMENT:</u>	Finance and Corporate Services
<u>UNIT:</u>	Financial Accounting
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to: Team Leader Financial Accounting Supervises: Nil direct reports
<u>AWARD CLASSIFICATION:</u>	Level 3
<u>CONDITIONS OF EMPLOYMENT:</u>	Queensland Local Government Industry (Stream A) Award – State 2017 Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<u>HOURS OF DUTY:</u>	Nominal 36.25 hours per week, 19 day month as per agreement.
<u>DELEGATIONS:</u>	Delegations as per the Delegations Register.
<u>EXTENT OF AUTHORITY</u>	Freedom to act within defined established practices. Assistance is available when guidance is needed. Works under general supervision.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• Ensure accurate and timely payment of accounts in accordance with Council policy and ensure that expenditure is correctly allocated.• Provide assistance to the Finance team, and overall Council, in the management and control of debtors/invoicing and debt recovery activities.
<u>KEY DUTIES AND RESPONSIBILITIES:</u>	Duties and responsibilities include but not limited to: <u>Accounts Payable function:</u> The purpose and function of this position is, but not limited to: <ul style="list-style-type: none">• Process creditor accounts. Including scanning & keying of invoices• Process payments in accordance with creditor terms• Resolve authorisation issues.• Attend to creditor enquiries.• Attend to interdepartmental enquiries.• Reconcile creditor statements.• Maintain creditor master files.

- Provide weekly creditor audit reports

Other functions

- Assist with Accounts Receivable function as required.
- Act as a point of contact for advice and support on Accounts Payable and Accounts Receivable matters for the organisation.
- Assist with all reporting requirements to ensure compliance with necessary legislation and Council procedures.
- Manage work processes and set priorities in order to meet deadlines and achieve corporate and team objectives.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Other duties as directed up to or commensurate with the classification of this position.

SELECTION CRITERIA:

Essential:

Qualifications

- Secondary education and equivalent professional training relevant to the position.

Knowledge, Skills & Expertise

- Proven ability/experience with computer systems.
- Proven ability to undertake tasks and duties in a logical and objective manner.
- Well developed written and verbal communication skills.
- Demonstrated experience in the provision of quality service to internal and external customers.

People Oriented Skills & Attributes

- Demonstrated ability to work within a team environment.
- Demonstrated ability to liaise and negotiate with the public, including the ability to display tact and sensitivity when dealing with customers experiencing financial difficulties.
- Strong customer service focus with an ability to communicate well with Elected Representatives, senior staff and members of the public.

Desirable:

Qualifications

- A form of qualification in the Commerce/Business discipline or other related discipline.

Knowledge, Skills & Expertise

- Experience in accounts payable / receivable systems.
- Proven ability/experience in debt recovery and accounts payable.
- Well developed written and verbal communication skills.
- Sound analytical and self-management skills.
- Well developed skills in Outlook, Word and Excel.

PERFORMANCE INDICATORS:

It is expected the incumbent will be measured by:

- Provision of excellent customer service to both internal and external clients.
- A consistently high standard of work, demonstrating the ability to set priorities and organise duties to meet agreed timeframes.
- Actively participating to achieve an effective and efficient team performance.
- Contributing to a work environment based on Council's values and guiding principles.

Accounts Payable function:

- Payment of accounts in accordance with the terms of trade.
- An acceptable standard of service to clients both internal and external measured by degree of feedback.
- Processing of duties to ensure deadlines are met.

Accounts Receivable function:

- Accounts Receivable invoices are issued accurately and in a timely manner upon receipt of relevant information.
- Reduce the percentage of Sundry Debtors outstanding per month on aged balances (team measure).