



SHIRE OF

Chapman Valley

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APPLICATION PACKAGE

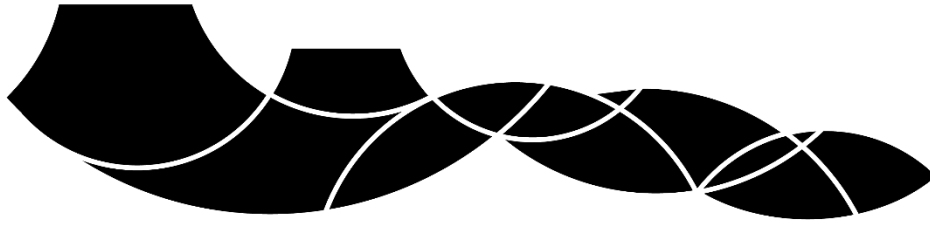
RECRUITMENT

OF

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SENIOR FINANCE OFFICER

Closes 4.00pm 31st January 2024



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SENIOR FINANCE OFFICER

The Shire of Chapman Valley is seeking a full time Senior Finance Officer based at Nabawa, yet may be required to work at various locations across the whole of the Shire.

A salary package of up to \$95,500 per annum is offered under the Local Government Industry Award 2010 dependent on relevant skills, experience and qualifications.

The Application Package which includes the selection criteria can be obtained from the Shire's web site www.chapmanvalley.wa.gov.au or from the Shire Administration Office by phoning (08) 9920 5011.

Applications closing at 4:00pm 31st January 2024 should be addressed to the undersigned and can be emailed to finance1@chapmanvalley.wa.gov.au.

To gain a better understanding of the role please call Dianne Raymond, Manager Finances & Corporate Services on (08) 9920 5011.

Jamie Criddle
Chief Executive Officer
PO Box 1
NABAWA WA 6532
Ph: 9920 5011

NOTES FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

This is a full-time position working Monday to Friday 8.30am to 4.36pm, equating to 38 hours per week & 76 hours per fortnight.

SELECTION CRITERIA

This is the most important part of your application. Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- Your submission for each criterion should be no more than one page for 5 criteria as a guide.
- A useful format to follow for addressing selection criteria is the 'STAR' method. Using this method, you break your paragraph into 4 sections:

S = Situation - describe situation around the event.
T = Task - describe the task you were required to perform.
A = Action - describe the action you implemented to complete the task.
R = Result - describe the result or outcome of the action you implemented to complete the task.

- Using the STAR format assists the reviewing Supervisor to assess your application.

REFEREES AND REFERENCES

It is not necessary to include written references or character referees as part of your application. It is required that you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work history. It is recommended that you advise your referees that you have nominated them.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

CONTACT NUMBER

Please provide a contact email and telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

APPLICATION FORMAT

The Shire of Chapman Valley is pleased to accept all applications for positions and our preference, for administration purposes, is for applications to be electronic and sent via email as one document.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Chapman Valley will accept a late application when consent to such a request has been given by the relevant Manager. As mentioned, such permission is to be sought before the closing date and time for applications.

CONDITIONS OF EMPLOYMENT

Information regarding the Local Government Industry Award 2010 - can be found on the Fair Work Australian Government website:

<https://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000112-summary>



POSITION DESCRIPTION

TITLE:

Administration - Senior Finance Officer

LEVEL:

Level 5 Local Government Industry Award 2010

SECTION:

Governance, Finance & Corporate Services

ORGANISATIONAL RELATIONSHIPS:

Responsible to:

Manager Finance & Corporate Services

Internal Liaison:

All Shire Staff

External Liaison:

- President and Councillors
- Community Organisations
- State and Federal Government Agencies
- Other Local Government Authorities
- Contractors and Consultants
- Ratepayers & General Public

EXTENT OF AUTHORITY:

This position is required to use initiative / judgement within confines of standards, procedures, and Council policies under direction from the Manager Finance & Corporate Services.

Authority for the purchasing of goods and services in accordance with Council Policies.

POSITION OBJECTIVES:

- To provide support to the Manager Finance & Corporate Service with financial and administration functions.

REQUIREMENTS OF THE JOB:

Descriptor definitions

- *Developing* = a learning process which leads to the attainment of knowledge or skill.
- *Developed* = sufficient to perform function.
- *Sound* = well founded, reliable.
- *Comprehensive* = embracing a wider range or knowledge or skill than the specific function.

Skills:

- *Developed written, oral and interpersonal skills for communication with internal and external customers.*
- *Developed teamwork skills.*

Knowledge:

- *Sound knowledge of Microsoft Office Suite.*

Experience:

- *Previous experience in a financial environment is essential.*
- *Sound experience with Microsoft Office is essential.*

Qualifications & Training:

- *No formal qualifications on entry.*
- *Hold current WA 'C' class drivers' licence.*

KEY DUTIES AND RESPONSIBILITIES:

- Responsible for recording of Private Work's requests and initiating cost recovery.
- Provide accurate record keeping for all Plant and Equipment within SynergySoft Plant & Asset modules.
- Preparation of monthly reconciliations and reporting including yet not limited to bank reconciliations and sub ledgers.
- Preparation of BAS including fuel rebate calculation
- Assist with collating FBT data for return preparation by third party.
- Assist with collation of financial data for quarterly and annual returns for R2R and R4R funding.
- Prepare annual DFES grant acquittal (and semi-annual review)
- Maintaining asset registers including the additions/disposals as required and reconciling to general ledger.
- Assist with co-ordinating and entering revaluations for individual asset classes.
- Prepare periodic and ad-hoc journals.
- Maintain expenditure records and collate evidence documentation for short term projects & grant funded projects as required.
- Provide assistance to Manager Finance & Corporate Services with budget data input across all areas.
- Assist Accounts Payable with accruals/prepayments preparation.
- Monitor and adjust accrued charges/prepaid expenses for new financial year.

- Review internal costs & rates in conjunction with appropriate managers as required for Public Works Overheads, Plant Operation Costs, and Internal Plant Hire.
- Relieve positions within the Finance & Corporate Services team during periods of absence.
- Any other duties are as required by the Manager Finance & Corporate Services relevant to this level.

SELECTION CRITERIA:

Essential:

- Minimum of two (2) years' experience in a financial position with an understanding of the workings of Local Government.
- Developed knowledge of Local Government accounting requirements.
- Developed knowledge of the accounting software package (SynergySoft).
- Developed written, oral and interpersonal skills.
- Sound Microsoft Office Outlook, Word & Excel skills.

Desirable:

- Hold or working towards a Finance/Accounting formal qualification.
- Previous experience in a finance and governance role.

BEHAVIOUR AND CONDUCT

- Perform duties efficiently, responsibly, and ethically and in accordance with the Shire's Code of Conduct.
- Maintain a high level of confidentiality.

OCCUPATIONAL SAFETY AND HEALTH & RISK MANAGEMENT

Exercise relevant Risk Management Workplace Health and Safety responsibility as detailed in the WHS Policy and associated procedures and guidelines.

REVIEW DATE:	21 st December 2023
REVIEWED BY:	Manager of Finance & Corporate Services

Signature: _____

Dianne Raymond
 Manager of Finance & Corporate Services

Signature: _____

Vacant
 Senior Finance Officer

This position is Full Time 76 hours per fortnight Monday to Friday 8.30am - 4.36pm

SELECTION CRITERIA



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