



INFORMATION PACKAGE

POSITION VACANT

FINANCE ASSISTANT

REF NO: ESC231

CLOSING DATE: 4.30PM MONDAY 24 JUNE 2019

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Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Patrick Dunn on
(02) 4474 7410



Collaboration Respect Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Finance Assistant

Position Code	274
Division	Finance and Business Services
Location	Moruya Administration Offices
Band/Level	Professional / Specialist Band 3 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation’s strategic direction and assist with decision making.

Our values represent ‘the way we do things’ and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values	We are collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide support and assistance to the financial accounting function and other services provided by the finance section.

Main duties and key result areas (KRA)

Duties will vary according to the skills held

1. Provide support for the financial and management accountant sections.
KRA: That tasks delegated are competently handled within agreed time frames.
2. Assist with preparation of annual financial accounts.
KRA: That Annual Financial Statement tasks are completed correctly in accordance with timetable.
3. Assist with preparation of costing reports, monthly financial reporting and quarterly reviews.
KRA: That tasks in relation to monthly financial reporting and quarterly reviews are completed correctly and on time.
4. Assist with the management of the general ledger and accounting information system maintenance (including chart of accounts maintenance, journal reviews and integrity checks).
KRA: Ensure the integrity of the general ledger and other accounting information systems are maintained.
5. Assist with internal audit control checks as required.
KRA: That all significant control, error or other problems, potential or actual, that become known are reported to the Assistant Financial Accountant.
6. Assist with and facilitate the completion of bank and trust account reconciliations and other GL accounts as agreed.
KRA: Reconciliations are prepared correctly and within timeframes.
7. Assist with maintenance of restriction accounting worksheets and reconciliations as required.
KRA: Restriction accounting worksheets are established and updated within agreed timeframes.
8. Assist with the administration of the loan portfolio with respect to borrowing requirements in accordance with legal and policy requirements.
KRA: That there is no action or omission that infringes legal requirements of Council's borrowing policy; loan raising and associated administration is carried out correctly; utilisations are processed at least quarterly; all repayments are processed correctly and on time; loans register is accurately maintained.

9. Prepare journals and process transactions for payments and receipting as required.
KRA: Transaction processing is carried out in a timely manner or within agreed timeframes.
10. Assist with acquittals, surveys and statistical returns as required.
KRA: That delegated surveys, statistical returns and acquittals are actioned in accordance with agreed priorities.
11. Processing of credit card transaction and assist with maintenance of the credit card system.
KRA: That the credit card system is adequately maintained, up-to-date, transactions are timely and accurately processed, acquittal procedures and deadlines are enforced in accordance with the Purchase Card Use – Code of Practice, and any lack of compliance promptly informed to the Creditors Supervisor. No significant processing delays caused by inaction of creditors staff functions as required.
12. Assist in other Finance functions as required.
KRA: That assistance is provided when required.
13. Provide excellent internal and external customer service, ensuring appropriate quality control and risk assessment.
KRA: That no significant problems arise through lack of appropriate and reasonable attention to customer service, quality control and risk assessment or adherence to the local government accounting code or GAAP.
14. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
15. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Understanding of accounting principles gained through tertiary study or equivalent experience.
2. Demonstrated ability to prepare financial reports and reconciliations.
3. Demonstrated ability in applying analytical and problem solving skills to either accounting issues or projects.
4. Demonstrated advanced knowledge of Excel and Accounting applications.
5. Demonstrated experience in processing of finance transactions.
6. Demonstrated ability to organise workloads and meet deadlines.
7. Demonstrated ability to provide excellent customer service, to work in a team environment and to communicate clearly both orally and in writing.
8. Willingness and ability to follow EEO and diversity principles and practices.

9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Experience in Local Government finance

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Patrick Dunn
DATE: June 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Finance Assistant
Reference Number:	ESC231
Grading:	12 of Council's salary system
Salary Range:	In the range of \$1,362.66 to \$1,442.71 gross per week comprised of: * \$1,244.44 to \$1,317.54 base salary, * \$118.22 to \$125.17 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets)
Leave Entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. 3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

