



INFORMATION PACKAGE

POSITION VACANT

ACCOUNTS CLERK

REF NO: ESC250

CLOSING DATE: 4.30PM MONDAY 15 JULY 2019

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Janine Taylor on (02) 4474 1013



Collaborative Respectful 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 Councils recruitment team on (02) 4474 1016.



Position Description

Accounts Clerk


Position Code	264
Division	Finance
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 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 collaborative	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 honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Assist with the operation of the Council's accounts payable system, general finance support and related functions.

Main duties and key result areas (KRA)

1. Process creditors accounts in an accurate and timely manner for cost reporting, payment within the trading terms and according to Council policy/code of practice.
KRA: That deadlines are met, processing errors minimised and there are no significant problems caused by not adhering to Council policy/code of practice in so far as that is related to creditors.
2. Maintain an awareness of relevant Council policy/code of practice and delegations and if aware of any control issues or concerns report these.
KRA: That there is a general knowledge of the delegations and the officer knows how and where to quickly access an up to date copy of delegations, relevant policies and codes of practice and that any control issues that become known to the officer are reported appropriately.
3. As part of the creditors team assist with the identification of options for automation and streamlining and ensure the minimisation of payment by cheques and maximisation of electronic funds transfer.
*KRA: a). That all reasonable steps are taken to ensure that creditors are on the electronic funds transfer system (rather than payment by cheque).
b). Ensure that there is positive cooperation with any required team or other discussions in relation to systems.*
4. Reconcile statements with payments as required.
KRA: Accurately perform reconciliation of statements and payments as required.
5. Assist in the maintenance of unpaid orders as required.
KRA: Ensure unpaid orders are maintained with redundant orders regularly reviewed as required.
6. Liaise with all Council departments regarding processing of accounts.
KRA: Ensure all departments' accounts are promptly processed following up with relevant department for additional information where required.
7. Assist in the maintenance of records, documentation and electronic filing.
KRA: That all documentation is filed electronically in accordance with requirements.
8. Ensure the correct treatment of payments with respect to Goods & Services and Fringe Benefits taxation.
KRA: That an awareness of relevant taxation issues is maintained by liaison with the Creditors Supervisor and Finance Section taxation coordinator.

9. Process petty cash claims for reimbursement.
KRA: Ensure that petty cash is balanced and processed on a timely basis.

10. Undertake work in other sections (such as debtors and rates) of Finance on a rotation basis, as required.
KRA: Work across sections of Finance is to required standards, meets Finance group staffing resource requirements and deadlines.

11. Other general accounts payable, finance, administration duties (including photocopying and word processing), assisting staff training including logistics and assisting with any transitional/former data processing matters (eg processing EFT's and NAB bank linking software, remittance processing) as required, noting that some of these duties may be transferred or shared with other staff.
KRA: That the officer cooperates with other relevant duties as required, meets agreed or required timeliness and quality requirements, is able to carry out bank link/EFT payment requirements and remittance processing, included assisting training others as and if required.

12. Provide excellent internal and external customer service.
KRA: That there are no significant warranted complaints about customer service levels.

13. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

14. 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. Previous experience using computerised creditors or similar systems in a high volume environment.
2. Demonstrable ability to work in a team environment with minimal supervision, organise workloads and meet deadlines.
3. Knowledge of Goods and Services Tax and Fringe Benefits Tax.
4. Good oral and written communication skills with demonstrable ability to liaise with suppliers and staff in a professional manner.
5. Analytical and problem resolving skills.
6. Keyboard and data entry skills to a high level of speed (minimum of 50 wpm) and numerical accuracy.
7. Commitment to excellence in customer service.
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. Bookkeeping or accounting knowledge.
2. Experience in Local Government.
3. Experience with TechnologyOne Financial software.

Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check.

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

EMPLOYEE: Vacant
SUPERVISOR: Janine Taylor
DATE: June 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Accounts Clerk
Reference Number:	ESC337
Grading:	Grade 7 of Council's salary system
Salary Range:	In the range of \$1,115.97 to \$1,182.58 gross per week comprised of: * \$1,019.15 to \$1,079.98 base salary, plus * \$96.82 to \$102.60 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.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
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

