



# **RECRUITMENT INFORMATION PACKAGE**

## **FINANCE ADMINISTRATION OFFICER**

Applications close 4.30pm Monday 22 August 2022



## **FINANCE ADMINISTRATION OFFICER**

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications.
- Position Description – Finance Administration Officer;  
*(Note this document contains the essential and desirable selection criteria for the position)*
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact Darren Wilson on 9761 0800 or via email – [DWilson@bridgetown.wa.gov.au](mailto:DWilson@bridgetown.wa.gov.au)

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**



## **VACANCY**

### **FINANCE ADMINISTRATION OFFICER**

An opportunity exists for a passionate individual to join the Shire of Bridgetown-Greenbushes' Corporate Services team. The successful applicant will be focused on delivering exceptional customer service to the community and organisation. The role incorporates customer service, assigned finance and administration duties.

The full time position is offered at Level 3.1 of the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Employee Enterprise Agreement, with an annual salary of \$58,386.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au) or can be obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by **9.00am Monday 22 August 2022**. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**TIM CLYNCH**  
**CHIEF EXECUTIVE OFFICER**

## POSITION DESCRIPTION

- |    |                       |  |
|----|-----------------------|--|
| 1. | <b>POSITION TITLE</b> | FINANCE ADMINISTRATION OFFICER   |
| 2. | <b>RESPONSIBLE TO</b> | Coordinator Corporate Services   |
| 3. | <b>DEPARTMENT</b>     | Corporate Services   |
| 4. | <b>AWARD COVERAGE</b> | Level 3.1 of the Local Government Officers' (WA) Award 2021 and applicable Shire of Bridgetown-Greenbushes Employee Enterprise Agreement |

### 5. POSITON OBJECTIVES & CORE FUNCTIONS

- Deliver a high standard of customer service (in accordance with Council's Customer Service Charter), public relations, cashiering and police licensing, end of day, and other assigned finance and administration duties
- Ensure a professional and amicable work environment while providing a helpful, efficient and courteous service to staff and members of the public.

### 6. REQUIREMENTS OF THE JOB

#### 6.1 Skills

- Developed customer service skills
- Developed interpersonal skills
- Developed written and verbal communication skills
- Developed numeracy skills and attention to detail
- Sound time management and organisational skills
- Developed conflict resolution and problem solving skills.

#### 6.2 Knowledge

- Knowledge of general office administrative and customer service procedures
- Knowledge of office based computer software, copiers and other office equipment
- Understanding of accounts payable and receivable functions
- Proficiency in Microsoft Office Suite.

#### 6.3 Experience

Three (3) years' experience in a similar position.

### 6.3 Qualifications and/or Training

- Completion of Year 12 Certificate or equivalent, with passes in English and Mathematics
- Current 'C' class driver's license.

## 7. **KEY DUTIES/RESPONSIBILITIES**

### 7.1 Administration/Customer Service

- Perform routine office duties as directed by Coordinator Corporate Services and Executive Manager Corporate Services
- Present a professional image, attend to council's phone and counter enquiries. Provide the public with up-to-date and factually accurate information in a timely, efficient and friendly manner
- Assist with the display and allocation of information brochures and notice of events for the front counter, and Council notice boards
- Assist finance officers with the accounts payable/receivable functions
- Perform basic rates tasks (e.g. printing rates notices, ensuring orders and requisitions are completed)
- Assist with daily mail processes
- Manage bookings for the for Shire facilities and Community Bus
- Perform other duties as directed by the Coordinator Corporate Services.

### 7.2 Financial

- Cashiering – perform various receipting functions, end-of-day receipting reports and daily banking
- Perform licensing transactions on behalf of the Department of Transport
- Assist accounts payable with processing of invoices including; printing, collating, distributing and data entry
- Process fortnightly payment run when required
- Assist accounts payable with review of procurement documentation to ensure compliance with regulatory and legislative requirements
- Assist with other finance and administration functions as required and/or directed.

## 8. **ORGANISATIONAL RELATIONSHIPS**

Responsible to Coordinator Corporate Services

Supervision of N/A

### Internal and External Liaison

- All staff
- Members of the public
- Department of Transport

## 9. **EXTENT OF AUTHORITY**

Required to work in accordance within established standards and procedures, under the supervision of the Coordinator Corporate Services.

## 10. SELECTION CRITERIA

Criterion	Essential	Desirable
3 years' experience in a similar role	√	
Year 12 or equivalent, with passes in English and Mathematics	√	
Demonstrate a commitment to customer service and best practice initiatives	√	
Developed organisational and time management skills	√	
Developed written and verbal communication skills	√	
Accounts payable/receivable knowledge	√	
Considerable computer literacy and proficiency in Microsoft Office Suite	√	
Ability to work well under pressure by managing difficult situations and applying conflict resolution skills	√	
Knowledge of the local area and community		√
Previous local government experience and developing knowledge of the functions of a local government authority		√

## INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

### **Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

### **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

### **Lodging your Application**

1. Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or
2. Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:  
Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
P O Box 271  
BRIDGETOWN WA 6255

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

### **Acknowledgment of Applications**

All applicants will be notified (after the closing period) that their applications have been received within the required time-frame.

### **The Interview Process**

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

### **Preferred Applicant**

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate, driver’s licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia.
- Produce **original or certified copies** of all relevant qualifications and licenses.



**Other Requirements**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

**Queries**

If you have queries with regards to completing your application please contact Executive Assistant, Esther Matthews on 9761 0833 or [EMatthews@bridgetown.wa.gov.au](mailto:EMatthews@bridgetown.wa.gov.au).

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)