



## INFORMATION PACKAGE

### POSITION VACANT

### FINANCE OFFICER – EUROBODALLA FIRE RECOVERY SUPPORT SERVICE (EFRSS)

REF NO: ESC315

**CLOSING DATE: 4.30PM MONDAY 25 MAY 2020**

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Email: [positions@esc.nsw.gov.au](mailto: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 Steph Speedy on (02) 4474 7376



**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](http://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

# Finance Officer – Eurobodalla Fire Recovery Support Service (EFRSS)


<b>Position Code</b>	Fixed Term
<b>Division</b>	Finance
<b>Location</b>	Moruya Administration Offices
<b>Band/Level</b>	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.

  <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	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.
	<b>We are open and trusting</b>	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

To provide support and assistance to the Eurobodalla Fire Recovery Support Service (EFRSS) and Finance activities, particularly in relation to the budgeting and costing function and other services provided by the finance section.

## Main duties and key result areas (KRA)

1. Provide support for the Management accountant and assistant budget accountant in relation to the financial operation of the EFRSS and finance service activities.  
*KRA: That tasks delegated are competently handled within agreed timeframes.*
2. Access system reports including costing reports, monthly and quarterly for review by the co-ordinator, in relation to the financial operation of the EFRSS and Finance division activities. Data collected and processed.  
*KRA: That tasks in relation to monthly financial reporting and quarterly reviews are completed correctly and on time and all EFRSS contractual requirements in relation to financial records are met.*
3. Assist with maintaining and reconciling the budgetary system, including all EFRSS expenditure and budget variations. Data entry of budget variations.  
*KRA: Accurate recording of budget variations in financial ledgers.*
4. Provide support through data collection and entry for the preparation of annual budget. Access system reports to provide substantiation for and the preparation of claims by Council i.e. request invoice generation.  
*KRA: The data required to support budgets are completed correctly in accordance with statutory guidelines and timetable.*
5. Compile written reports to that support the financial operation. Reports could include technical and non-technical information and requires review and analysis of a range of information sources.  
*KRA: The appropriate means of reporting is established. Information is gathered, interpreted and summarised to prepare text that satisfies document purposes and objectives.*
6. Assist with review and maintenance of costings including oncost and overhead allocation methodologies.  
*KRA: Review of costing and methodologies are undertaken as required. This may involve explaining issues/policy to others.*
7. Provide general financial and accounting support and assistance as required.  
*KRA: General financial and accounting support and assistance is accurate and provided in timely manner.*
8. Provide excellent internal and external customer service.  
*KRA: There are no significant warranted complaints about customer service.*

9. Follow EEO and diversity principles and practices.  
*KRA: Work practices are compliant with EEO and diversity policies and procedures.*
  
10. 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. Knowledge of accounting, financial management, financial reporting and related information technology.
2. Demonstrated ability to analyse and interpret data and problem solve.
3. Excellent oral and written communication skills.
4. Excellent teamwork, public relations and customer service abilities.
5. Ability to organise workloads and meet deadlines.
6. Demonstrated skills in Excel, other Microsoft Office products and preferably Accounting software applications.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. Completed or undertaking a university degree or comparable studies in commerce or business.
2. Knowledge and or experience of Local Government accounting and reporting requirements.
3. Desire to work towards CPA or CA status

*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:** Stephanie Speedy – Management Accountant  
**DATE:** April 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Finance Officer – Eurobodalla Fire Recovery Support Service
Reference Number:	ESC315
Grading:	Grade 10 of Council’s salary system
Salary Range:	In the range of \$1,266.18 to \$1,349.08 gross per week comprised of: * \$1,156.33 to \$1,232.04 base salary, * \$109.85 to \$117.04 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), and may be required to work at various locations across the Shire.

**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

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

