



## **Finance & Payroll Coordinator**

Thank you for your interest in applying for the position of Finance & Payroll Coordinator with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- ) Employment details;
- ) Benefits of working with Hindmarsh Shire Council;
- ) Position Description;
- ) Key selection criteria; and
- ) Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website: [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Janelle Reichelt, Manager Finance & Customer Services, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

#### **Some of the benefits of working at Hindmarsh Shire Council include:**

- ) Above Award pay rates
- ) Annual pay increases via Enterprise Agreement
- ) Commitment to work-life balance
- ) Annual Leave Loading
- ) Employee Assistance Program
- ) Active Social Club
- ) Salary Sacrifice opportunities for superannuation
- ) Rates deductions via payroll for employees owning a property in the Shire
- ) Ability to purchase additional annual leave via Enterprise Agreement
- ) Car parking
- ) Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

## **Employment Details for the Position of: Finance & Payroll Coordinator**

<u>Status:</u>	Full Time
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 7 (Negotiable dependent on qualifications and experience) per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$86,827 pro rata (Negotiable dependent on qualifications and experience)
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.  The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four week period.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



**HINDMARSH SHIRE COUNCIL**

**POSITION DESCRIPTION**

1. **POSITION IDENTIFICATION:**

**Position:** Finance & Payroll Coordinator  
**Department:** Corporate & Community Services  
**Starting Point/Location:** Nhill Office  
**Classification:** Band 7 (Negotiable dependent on qualifications and experience) per the Victorian Local Authorities Award and Hindmarsh Shire Council Enterprise Agreement  
**Employment Type:** Permanent Full Time

2. **CURRENCY:**

**Current Version Number:** 1.00 **Approved:** 6 February 2018

**Name of Occupant:** Vacant

**Signature:** ----- **Date**-----

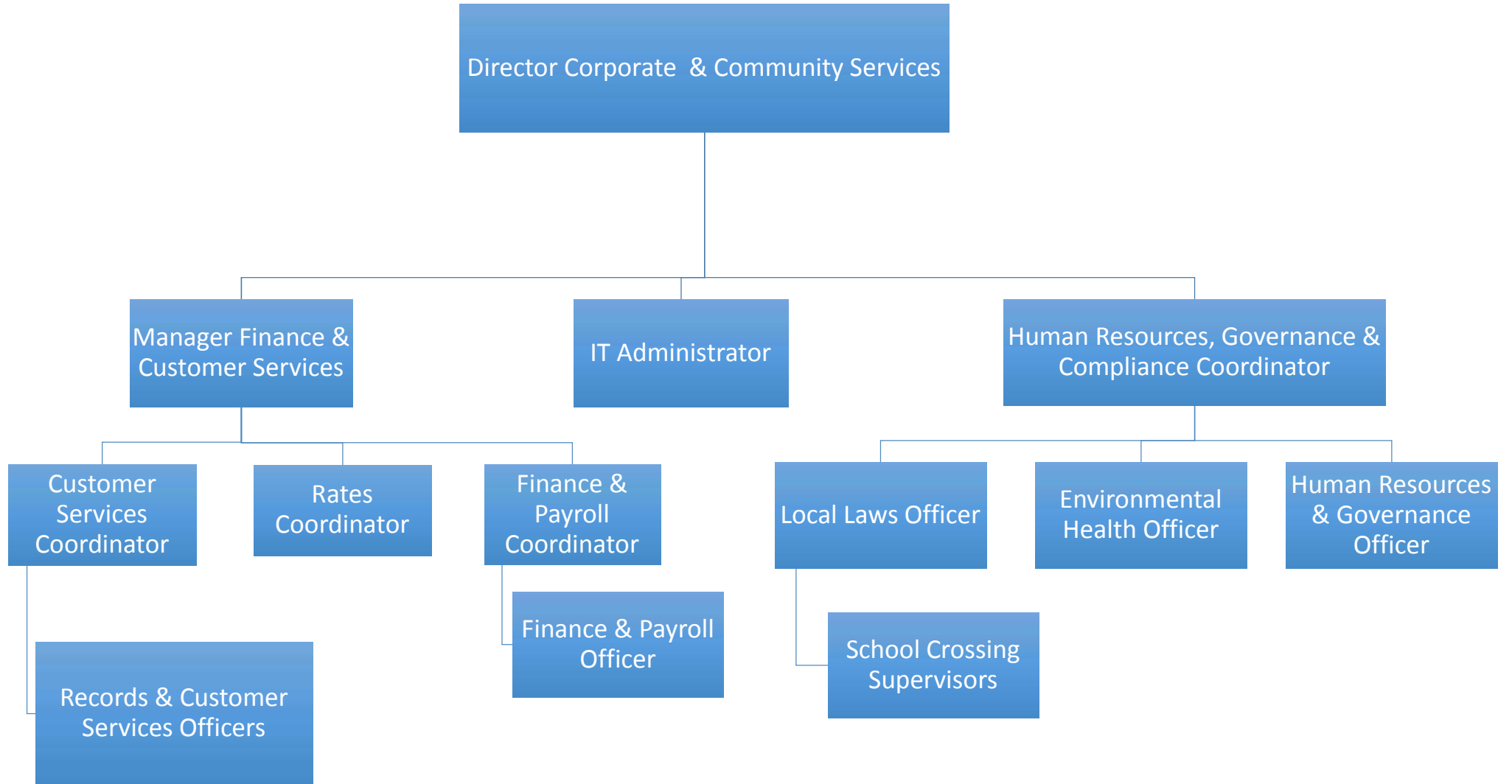
**Prepared By:** Monica Revell **Date** 6 February 2018

**Approved By:** Janelle Reichelt **Date** 6 February 2018

**H.R Approved:** Monica Revell **Date** 6 February 2018

**Version History:** N/A

**DEPARTMENT STRUCTURE:**



### **3. POSITION OBJECTIVES:**

The position of Finance & Payroll Coordinator is responsible for the efficient and effective management of the financial, accounting, budgeting, reporting and payroll functions of the Hindmarsh Shire to provide detailed and accurate financial reporting and to assist with long term economic sustainability.

Council relies heavily on financial information relative to all activities being up to date and readily available so that it can maximise the level of services to its communities. The Finance & Payroll Coordinator ensures that the financial information extracted is accurate and reliable and assists Council with its goal of long term economic stability and financial sustainability, while ensuring Council's fortnightly payroll is processed accurately.

### **4. KEY RESPONSIBILITY AREAS:**

#### **4.1 Audit/Annual Financial Statements**

- J Assist in the preparation of audit schedules at year end in line with current accounting standards and regulations.
- J Assist in the input and maintenance of data for the Asset Management system records to ensure accurate and timely preparation of reports.
- J Assist with preparation of Annual Financial Statements in accordance with the Act and Regulations and relevant Accounting Standards by September 30 each year for approval of the Director Corporate and Community Services.

#### **4.2 Financial Reports and Statements**

- J Utilise Council's financial reporting and budgeting software (BIS) to meet the information requirements of the departments of Council.
- J Support for other departments to ensure variances to actual and budget are correctly explained in Council reports.
- J Monitor and report budget performance through succinct standard monthly reports with supporting notes outlining variances.
- J Assist with preparation and co-ordination as required, the annual return of information to the Victoria Grants Commission in accordance with V.G.C. revised formats as may be adopted from time to time for annual returns.
- J Provide advice and training as required in the preparation of various financial reports and statements by other officers to ensure that correct information is being utilised.

#### **4.3 Maintaining Accounting Records**

- J Undertake tasks to ensure the ongoing maintenance and integrity of the general ledger and associated subsidiary ledgers.
- J Prepare and ensure monthly reconciliations of the general ledger and subsidiary ledgers by the 7th of each month.
- J Prepare and process general ledger journals on a weekly and month end basis.
- J Ensure that accounting records are accurate and kept in a timely manner in accordance with Accounting Regulations, Australian Standards and internal accounting policies.

#### **4.4 Budget Co-ordination**

- J Review budget forecasts monthly.
- J Assist in the preparation of data required for the annual budget and long term planning of Council.
- J Assist in the co-ordination of the preparation of the Annual Budget in conjunction with Senior Management and Council in the agreed timelines. Develop a program-based format and provide the outcomes of service delivery, infrastructure development, project revenue targets achievable and the likely net costs of Council programs.

- 4.5 **Developing and Maintaining Computerised Financial Systems**  
 ) Develop and maintain the computerised financial systems to ensure that user demands are met with maximum efficiency and systems meet best practice accounting principles.
- 4.6 **Investments**  
 ) Invest surplus funds of Council as available to ensure the maximum return on investment within timelines to suit Council cash flow.
- 4.7 **Goods and Services Tax (GST)**  
 ) Responsible for preparation and lodgment of monthly BAS statement and ensure Council's obligations in respect of GST are fulfilled by the required timeframes on a monthly basis.
- 4.8 **Fringe Benefits Tax (FBT)**  
 ) Prepare and administer Council's Fringe Benefits Tax return by the due date each year
- 4.9 **Payroll**  
 ) Manage Council's payroll data base by ensuring employee information is entered accurately and efficiently to maintain system integrity.  
 ) Calculate and process employee leave entitlements, including annual leave, sick leave and long service leave in accordance with the Award and Enterprise Agreement.  
 ) Responsible for the overseeing the preparation of and timely input of payroll data on a fortnightly basis, and verifying payroll payments due to employees;  
 ) Ensure that employees are paid correctly and on time.  
 ) Calculate and process higher duties, back pay and termination payments in accordance with the Award, Enterprise Agreement, Council Policies and legislative requirements.  
 ) Oversee the calculation and remittance of Council's superannuation guarantee entitlements, Defined Benefit Superannuation, Councillor Superannuation contributions and the quarterly reconciliation for the Defined Benefits Scheme.  
 ) Responsible for calculation and processing of termination payments.  
 ) Respond to payroll matters in a prompt and confidential manner.
- 4.10 **Corporate Responsibilities**  
 ) Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.  
 ) Contribute to the continuous improvement and productivity of the organisations operations.

## 5. ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Finance & Customer Services
Supervises:	Finance & Payroll Officer
Internal Contacts:	Senior Management Team, Managers, Section Leaders, Audit Committee Members
External Contacts:	Council clients, Auditors

## **6. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- 6.1 Take reasonable care for their own health and safety.
- 6.2 Notify their Manager of their inability to carry out any physical task that is outside their capability.
- 6.3 Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- 6.4 Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- 6.5 Complete Accident, Hazard and Near Miss Reports in a timely manner.
- 6.6 Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- 6.7 Use protective equipment or clothing provided by Council at all required times.
- 6.8 Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- 6.9 Actively participate in Council safety programs.

## **7. RISK MANAGEMENT:**

Whilst at work, an employee must:

- 7.1. Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- 7.2. Take all reasonable action to protect Council assets from damage and or loss.
- 7.3. Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## **8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- 8.1 Responsible for the accuracy and maintenance of the general ledger, associated subsidiary ledgers and fortnightly payroll.
- 8.2 Work within legislative requirements, established policy and recognised standards relating to the responsibilities of the position.
- 8.3 Required to identify a need for development or review of relevant finance and payroll related policies and strategic documents and the preparation of such documents for Executive or Council approval
- 8.4 Sign correspondence relative to accounting functions.
- 8.5 Sign purchase orders and authorise payments within delegated limits.
- 8.6 Authorise transfers of investment funds within delegated limits.



**9. JUDGEMENT AND DECISION MAKING:**

- 9.1 The work undertaken is well defined in processes, methods and procedures. The incumbent will be required to recommend improvements and developments in techniques to improve the efficiency of the Council, thus requiring a sound level of problem solving skills. Guidance and advice is usually available from the Manager Finance & Customer Services.
- 9.2 Ability to maintain the finance system, payroll system and associated systems in accordance with policies, procedures and legislative requirements.
- 9.3 The incumbent will occasionally be required to source guidance and advice from outside of the organization in relation to specialist financial problems.

**10. SPECIALIST KNOWLEDGE AND SKILLS:**

- 10.1 A sound knowledge of Local Government Act and Regulations, Australian Accounting Standards and internal accounting policies and controls, pertaining to financial management.
- 10.2 A sound understanding of the organisational goals and objectives of the council, pertaining to finance, budgets and infrastructure needs.
- 10.3 Comprehensive knowledge of computerised financial systems and the procedures required to ensure its efficient operation.
- 10.4 Practical skills and knowledge to maintain and implement relevant systems and procedures.
- 10.5 Understanding of computers, relevant software and utilisation to enhance the reporting capabilities of Council.
- 10.6 Ability to provide training and impart knowledge to others who operate the financial systems of Council.
- 10.7 A commitment to ongoing professional development.
- 10.8 The role requires significant knowledge of financial, budgetary and payroll principles in order to have a key role in preparation of the organisation's annual budget and fortnightly payroll, including an understanding of the legal and political implications.

**11. MANAGEMENT SKILLS:**

- 11.1 The ability to set priorities, manage time and resources, plan and organise own work and that of others, to achieve specific and set objectives.
- 11.2 The understanding of, and the ability to implement personnel practices including those relating to equal opportunity, occupational health and safety, and employee development.
- 11.3 Particularly during the budget preparation period, the incumbent will be required to complete multiple important tasks whilst being subject to conflicting pressures in relation to timeframes.

**12. INTER-PERSONAL SKILLS:**

- 12.1 Sound oral and written skills with ability to write reports to Senior Management and Council on matters relating to the position.
- 12.2 Ability to liaise with colleagues within the organization and counterparts outside of the organisation to resolve specialist problems.
- 12.3 Ability to gain cooperation and assist from staff and customers.

**13. QUALIFICATIONS AND EXPERIENCE:**

Highly Regarded

- 13.1 Tertiary qualification in accounting.
- 13.2 Experience in supervising, training, mentoring and developing staff.

Desirable

- 13.3 3 to 5 years' experience in a finance role.

**14. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

**15. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- ) Communicate confidential or private information to third parties.
- ) Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

### **KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

- ) A tertiary qualification in an accounting.
- ) Experience in managing financial, accounting, budget and payroll functions.
- ) Experience in the extraction and interpretation of financial data.
- ) Experience in the preparation of annual budgets, forecasts and reporting.
- ) Experience developing and improving policy and procedures.
- ) Knowledge of the Local Government Act and regulations and Australian Accounting Standards.
- ) Experience in mentoring staff and staff development.

**---- End ----**



## Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

### How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

- ) A covering letter
- ) A separate attachment addressing the Key Selection Criteria
- ) A current resume

### Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

#### **Do:** Read the Position Description.

Note the closing date for applications (late applications will not be considered).

Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.

Ensure you provide a telephone contact number in your application.

#### **Don't:** Assume that the Selection Panel knows anything about you

Submit a generic application

Attach original certificates or references (please send photocopies only as they will not be returned)

Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

### Submitting Applications (Applications should be marked Private & Confidential)

#### **Mail to:**

Attn: Manager Finance & Customer Services  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

#### **Deliver in person:**

Attn: Manager Finance & Customer Services  
Hindmarsh Shire Council  
92 Nelson Street  
NHILL VIC 3418

#### **Email to:**

[hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au)

## **Assessment of Applications**

- ) Each application will be assessed against the Key Selection Criteria for the position.
- ) Applicants who most closely meet the Criteria will be offered an interview
- ) Applicants not short listed for interview will be advised in writing.
- ) Applicants not short listed for interview will be able to ask for feedback on their application.

## **The Interview:**

- ) You will be contacted by phone if you have been selected for an interview
- ) You will be provided with details regarding the time, day and location of the interview
- ) The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
- ) During the interview, panel members will ask questions to determine who will be the best candidate for the position
- ) You will have an opportunity in the interview to ask questions
- ) If you have not provided referee details on your resume, be prepared to provide them at the interview
- ) Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
- ) Please be on time for your interview
- ) Please contact Council if you cannot attend the interview or wish to withdraw from the process.

## **After the Interview:**

The successful interviewed applicant:

- ) Will be notified by phone
- ) Will have the relevant pre-employment checks conducted
- ) Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

- ) Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
- ) Is able to ask for feedback on their application and interview.

**---- End ----**