



Finance & Payroll Officer (Maternity Leave)

Thank you for your interest in applying for the position of Finance & Payroll Officer (Maternity Leave) 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.

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.



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 Officer
(Maternity Leave)**

<u>Status:</u>	Full Time (Maternity Leave)
<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 5 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$63,594 pro rata
<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 Officer
Department: Corporate & Community Services
Starting Point/Location: Nhill Office
Classification: Band 5 per the Victorian Local Authorities Award and Hindmarsh Shire Council Enterprise Agreement
Employment Type: Full Time (Maternity Leave)

2. **CURRENCY:**

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

Name of Occupant: Vacant

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

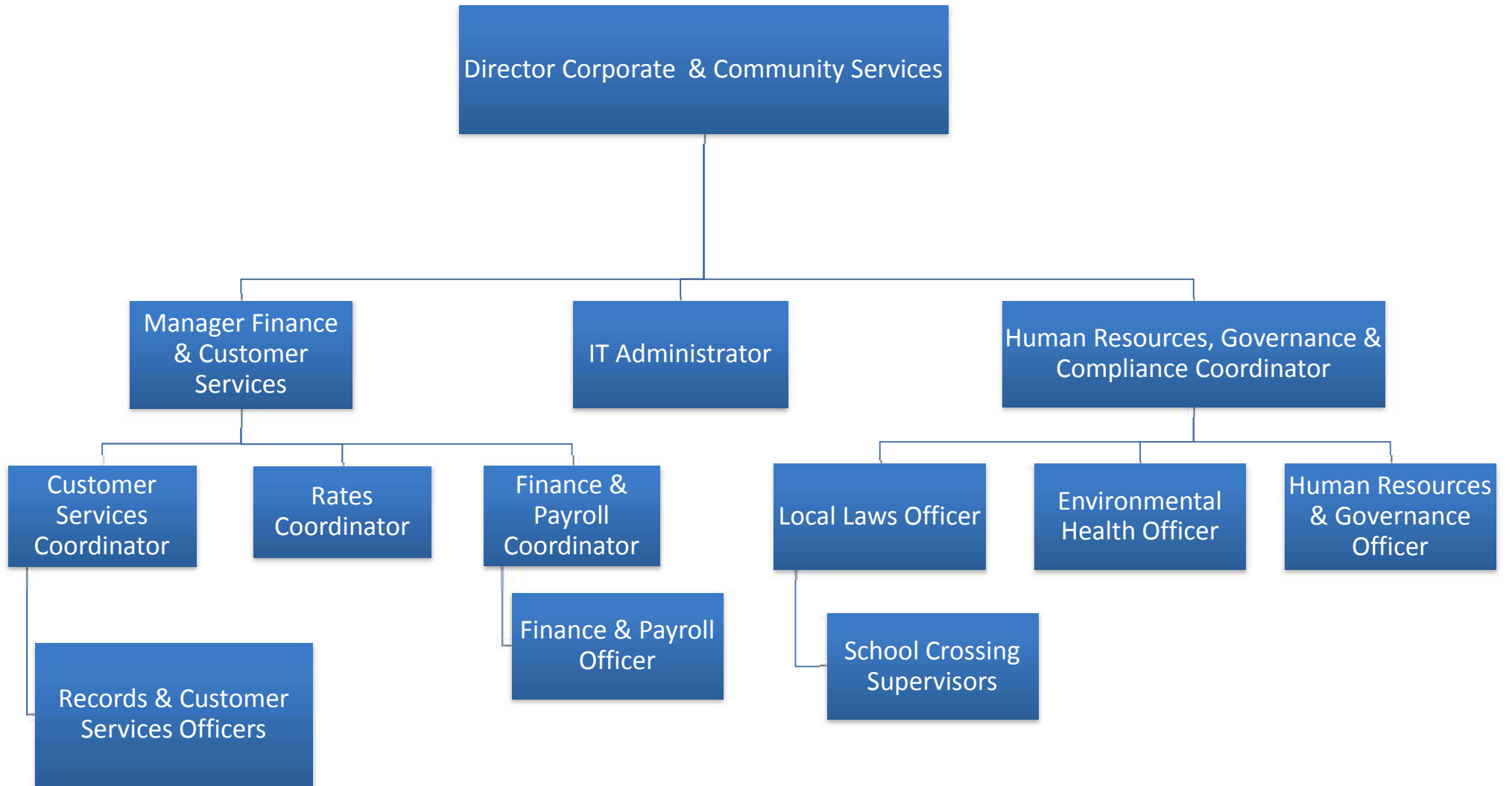
Prepared By: Monica Revell **Date** 6 February 2018

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

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

Version History: n/a

3. DEPARTMENT STRUCTURE:



4. POSITION OBJECTIVES:

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 focus for the Finance & Payroll Officer is to process payments and debtor accounts and maintain an accurate record of subsidiary accounts transactions, whilst assisting with initiatives that will improve payment systems to ensure that they meet the needs of the Finance Department and the wider organisation and in accordance with audit requirements and best practice accounting principles.

The Finance & Payroll Officer:

1. Processes debtors invoices and creditors accounts for payment to ensure that these accounting services are accurate, up to date and performed in accordance with standards, e.g. audit requirements and Council's Purchasing Policy; and
2. Contributes to the effective and efficient operation of the Finance and Customer Services departments by attending to customer inquiries in an effective and courteous manner and reviewing payment methods and accounting services to ensure that they are relevant and up to date.
3. Assist the Finance & Payroll Coordinator in the entry of timesheets and processing of Councils fortnightly payroll.

5. KEY RESPONSIBILITY AREAS:

5.1 Creditors

-) Ensure that creditor payments are processed in accordance with Finance and department procedures by collating documentation, obtaining the necessary approvals, costing to the ledgers and drawing cheques or presenting payments for electronic transfer by the required deadlines.
-) Ensure that the creditor master file details and creditors ledgers are maintained accurately in accordance with Finance Department procedures.
-) Ensure that committal accounting and standing order entries are processed in accordance with the requirements and policies of the Finance Department.

5.2 Debtors

-) Maintain the debtor's master file and debtor's ledger for all Council debtors to ensure the accurate and timely delivery of debtor accounts and to reconcile the debtor's ledger in accordance with Finance department and audit requirements.
-) Ensure that invoices relating to Sundry Debtors are raised and sent out in a timely manner.
-) Ensure that debt collection processes are carried out in accordance with the requirements of the Finance Department observing policies and procedures and any special instructions from Council from time to time.
-) Liaise with Council's Local Laws Officer and Environmental Health Officer in the processing of infringements and required debt collection.

5.3 Schedules, Registers and Monthly Returns

-) Ensure that schedules and registers subject to annual audit are regularly updated and ready for inspection by the auditor prior to the interim audit and again for the annual audit of accounts.
-) Provide reports and financial information for inclusion in Departmental or corporate reports, e.g. annual report, Council plan as required by the Director Corporate Services from time to time.

5.4 Credit Cards

-) On a monthly basis process all Corporate Credit Cards, including gathering of receipts, ledger allocation and entry via the Accounts Payable program to offset the direct debit made in Council's bank account.

5.5 Diesel Fuel Rebate

-) Process the calculation of the Diesel Fuel Rebate and provide these figures to the Finance Coordinator on a monthly basis for claiming through the Business Activity Statement.

5.6 Business Activity Statement

-) Provide assistance with monthly preparation of Councils Business Activity Statement (BAS) and timely submission to the Australian Taxation Office.

5.7 Payroll

-) Assist with the preparation of Council's fortnightly payroll ensuring employee information is entered accurately and efficiently.
-) Calculate and remit Council's monthly superannuation guarantee entitlements, quarterly Defined Benefit Superannuation, Councillor Superannuation contributions and the quarterly reconciliation for the Defined Benefits Scheme.
-) Respond to payroll matters when required in a prompt and confidential manner.

5.7 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.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Finance & Payroll Coordinator

Supervises: Nil

Internal Contacts: Senior Management Team, Managers, Section Leaders

External Contacts: Council clients, Auditors

7. 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:-

- 7.1 Take reasonable care for their own health and safety.
- 7.2 Notify their Manager of their inability to carry out any physical task that is outside their capability.
- 7.3 Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- 7.4 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).
- 7.5 Complete Accident, Hazard and Near Miss Reports in a timely manner.
- 7.6 Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- 7.7 Use protective equipment or clothing provided by Council at all required times.
- 7.8 Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- 7.9 Actively participate in Council safety programs.

8. RISK MANAGEMENT:

Whilst at work, an employee must:

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

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- 9.1 Freedom to act is limited to standards and procedures established for the position.
- 9.2 Provision of accurate information regarding accounts to clients.
- 9.3 Provide support to more senior employees when requested.
- 9.4 The ability to plan own work at least a week in advance.

10. JUDGEMENT AND DECISION MAKING:

- 10.1 A good level of judgement and decision making is required.
- 10.2 Guidance and advice is always available within the time to make a choice.
- 10.3 The objectives of work are clear with set procedures.

11. SPECIALIST KNOWLEDGE AND SKILLS:

- 11.1 Understanding of computerised financial systems.
- 11.2 An understanding of the goals of the finance unit.

12. MANAGEMENT SKILLS:

- 12.1 Skills in managing time, planning and organising one's own work.
- 12.2 Ability to assist other staff who may be assisting with data entry of accounts.

13. INTER-PERSONAL SKILLS:

- 13.1 Ability to prepare routine reports.
- 13.2 Ability to gain cooperation and assistance from clients and other employees.
- 13.3 Ability to communicate discreetly on sensitive issues.
- 13.4 Ability to provide effective and courteous customer service.

14. QUALIFICATIONS AND EXPERIENCE:

- 14.1 Minimum two years' experience dealing with accounts payable and receivable.
- 14.2 Ability to understand basic accounting and payroll functions.
- 14.3 Past experience dealing with computerised financial systems.

15. 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

16. 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:

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

17. 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.

17.1 Experience dealing with accounts payable and receivable.

17.2 Understanding of accounting and payroll functions.

17.3 Experience in dealing with computerised financial systems.

17.4 Skills in managing time, planning and organising one's own work.

17.5 Ability to prepare routine reports.

17.6 Ability to communicate discreetly on sensitive issues, provide effective and courteous customer service and confidently contact outstanding debtors via telephone.

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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

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 ----