

Kingborough Council Information Package for Applicants



Position: Relief Finance Officer, Position Number 000214
Employment Status: Casual
Department: Finance
Applications Close: 14 May 2024



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Position Advertisement

Relief Finance Officer

The Relief Finance Officer is responsible for providing financial and administrative services to customers of Council's Service Centre on Bruny Island, as well as undertaking a range of functions associated with the operation of the Post Office agency.

To be successful, you will need to have previous experience in a customer service environment, together with cash handling skills. You should also possess confident communication and computer skills.

The position is offered on a casual basis with an hourly rate of \$32.42 per hour, plus 25% casual allowance. For more information on the position, please contact Kim Post at the Bruny Service Centre on 6293 1139.

How to apply:

- Before you begin, please ensure you have read the Position Description and the Key Selection Criteria.
- Ensure you have copies of the following to submit with your application:
 - a short covering letter to introduce yourself and outline the reasons you are applying for the position, and
 - a current resume that includes relevant information such as details of your work history, qualifications and any other training or development programs.
- You must address the selection criteria in the online application form.
- Applications must be submitted by using the online form on Council's website. You can save your application as you progress through the stages until you submit your completed application.

Applications close on Tuesday 14 May 2024.

Selection Criteria

Relief Finance Officer

You will be asked to address the following selection criteria as part of the online application form.

Essential

1. Demonstrated accurate cashiering and money-handling skills.
2. Competent computer skills using Microsoft Office products.
3. Previous experience working in a customer service environment. Well-developed communications and interpersonal skills, and the ability to assist customers from all backgrounds.
4. Sound knowledge and understanding of Council's roles and responsibilities, including rates, dog control, and development processes, or the ability to acquire such knowledge within an agreed period of time.
5. Practical knowledge of the activities and responsibilities of a Post Office Agency or the ability to acquire such knowledge within an agreed period of time.
6. Good problem solving and time management skills.
7. Enthusiasm and ability to work cooperatively as part of a small team, but also able to work independently without direct supervision.

Please note: a National Police check will be required for this position. This check will be undertaken by the employer.

Position Description

RELIEF FINANCE OFFICER

POSITION DETAILS

Position No.	000214	Directorate	Business Services
Employment Status	Casual	Location	Bruny Island Service Centre
Department	Finance	Classification	Admin/clerical Level 2

POSITION OBJECTIVE

- Provide an efficient, accurate financial and administrative service to customers of the Bruny Island Service Centre, including collecting and banking of revenues received.
- Efficiently undertake the roles and functions relating to the Post Office agency operating from the Service Centre.
- This is a casual position which will be undertaken on an 'on and as required basis' relieving during periods of staff leave and roster days off work (one Friday per fortnight). The incumbent may be required to work during peak periods such as Christmas, Easter and school holidays.

KEY FUNCTIONS AND RESPONSIBILITIES

- Undertake cashiering functions, including revenue collections and the accurate allocation of transactions.
- Undertake the daily balancing and banking of receipts, and the preparation of cash floats.
- Undertake all functions associated with the operation of the Post Office Agency, including mail receipt and distribution, provision of savings bank facilities, sale of stamps etc, receipt of agency payments, ordering and reconciliation of supplies.
- Assist customers in relation to dog registrations, pensioner rate rebate applications, development applications etc.
- Attend to all public enquiries in relation to the services carried out by Council, including liaising with and re-directing enquiries to the appropriate departments.
- Provide an information service for visitors and other members of the public concerning Council's activities, facilities and public information in relation to Bruny Island.
- Administer bookings and reservations relating to public halls, reserves and other Council administered amenities.

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- Undertake other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are responsible for the completion of regularly occurring tasks with general guidance.

Judgment and problem solving: Employees at this level are required to demonstrate personal judgment in following Council procedures. The work falls within general guidelines but with scope for the employee to exercise discretion in the application of established practices and procedures.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position works closely with staff from the Finance Department and has contact with all staff throughout the Council.
2. **External** – The position has contact with members of the public, visitors, suppliers and Post Office personnel and couriers.
3. **Direct Reports** - This role reports to the Manager Finance and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated accurate cashiering and money-handling skills.
- Competent computer skills using Microsoft Office products.
- Previous experience working in a customer service environment. Well-developed communications and interpersonal skills, and the ability to assist customers from all backgrounds.
- Sound knowledge and understanding of Council's roles and responsibilities, including rates, dog control, and development processes, or the ability to acquire such knowledge within an agreed period of time.
- Practical knowledge of the activities and responsibilities of a Post Office Agency or the ability to acquire such knowledge within an agreed period of time.

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- Good problem solving and time management skills.
 - Enthusiasm and ability to work cooperatively as part of a small team, but also able to work independently without direct supervision.
 - A National Police Check will be required for this role

Desirable

- Vocational qualification in finance or business.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture.
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 11 of 2023</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution in accordance with the provisions of the Enterprise Agreement.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position. A satisfactory National Police check is required for this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccinations for this position include tetanus).</p>
Health and Wellbeing	Council supports and encourages an active and healthy work environment and offers a workplace health and wellbeing program. The program includes staff discounts

at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.

Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.

Other Employee Benefits

Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan.

Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia.

Work Health and Safety

Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.

Induction

All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the People and Safety team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.