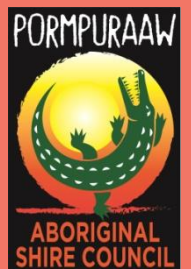


# Candidate Information Pack

**Pormpuraaw Aboriginal Shire Council**

**Senior Finance Officer**



# About Pormpuraaw

## **Thank you for considering employment with the Pormpuraww aboriginal Council (PASC)**

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Pormpuraaw is a remote Aboriginal community in Far North Queensland. It is situated on the Western Cape York Peninsula. The community is located approximately 500km's south of the tip of Australia and near the Edward River. It's managed by a Deed of Grant in Trust under the Local Government (Community Government Area) Act 2004.

Pormpuraww is know for being a peaceful community, the area has gorgeous beaches, magical sunsets and some of the best fishing in Australia .

Available services at Pormpuraaw include, a post-office, primary school, library, supermarket, regional airport, guesthouse accommodation and an aged care facility – just to name a few.



## About Council

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Pormpuraaw Aboriginal Shire Council has an elected Council which is democratically voted by their local people. The Council is made up of the Mayor and four Councillors, who each are assigned the Deputy Mayor role each quarter. Sitting under the Council in the corporate structure is the Chief Executive Officer who oversees four Executive Managers (Corporate, Operations, and Community & Environment). Our Corporate services department is located in Cairns.

The Council provides essential services to the people in the community and is the main employer.

Creating local employment is a priority for the Council.

# Organisational Structure

## CEO

Executive Manager  
Environment

Executive Manager  
Operations

Executive Manager  
Corporate Services

Executive Manager  
Community Services

Rangers

Environmental  
Health

Waste Collection

Airport

Building  
Operations

Plumbing

Parks & Gardens

R & M Housing

Workshop

Roads

WHS

Admin Stores

Guest House

Finance

Human  
Resources/Payroll

Library

Agecare

Centrelink

Post Office/  
Cashier

Library

Justice Centre

# About the Role

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Reporting to the Executive Manager of Corporate Services, you will assist with the preparation of accurate accounting and payroll records in conformity with Statutory & Council policy requirements. You will share our commitment, values while contributing to the operational objectives of the Finance Department, including constructive input on all matters finance.

Other key responsibilities include:

- Assume primary responsibility for the Debtors & Payroll functions and system integrity under the direction of the FGTL
- Responsible for supporting the day to day finance functions such as: Debtors, Creditors, and Inventory & Payroll to ensure services are efficiently and effectively provided.
- Responsible for supporting and mentoring staff to ensure services are efficiently and effectively provided and assist with a range of finance functions, including
- Assist with preparation of financial reconciliations, raising journals, work papers and implementing appropriate policies, systems, procedures and practices to ensure the integrity of Council's accounting systems
- Support, motivate and develop staff across finance and set an example for the finance team. Ensure that you are a team player at all times. Provide internal training and seek external training as required.

We are seeking a passionate employee with integrity; who honours the respect and trust invested in them by PASC. We all work within the framework of the Local Government Act, and therefore as a local government officer are bound to ensure that all our actions and decisions are made honestly, transparently, with integrity, following due process.

Please refer to the position description for more detailed explanation of the position's duties.

## Why Work for Council?

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We value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We offer career progression, flexible working hours, training and skills development.

If you are looking for a work life balance, where you can make a real difference to the community then PASC is the place for you.







# Application Process

## **Your application**

Applications for this position should consist of two sections:

1. Your CV detailing your employment history, educational qualifications and contact details
2. A summary outlining your relevant experience and achievements, relatable to all of the selection criteria outlined in the Position Description document.

The Position Description document outlines the application requirements for the job that you are applying for. This document will be available for download via the councils Career Page — Career Opportunities.

## **The Selection Process**

### **Search and Advertising**

You may be contacted for further discussion on your application during the search and advertising phase that takes place.

### **Application Review and Short listing**

After the search and advertising phase, a shortlist of candidates is produced based on application data and screening content. Screening may involve phone interviews, to clarify detail and compile a more comprehensive profile of your application.

Applicants will be contacted if they have made it to the next stage of the recruitment process.

### **Interviews**

If selected for interview, you will be contacted in advance to arrange a suitable time to attend.

### **Reference Checks**

At the appropriate time, information may be sought from your nominated referees. We will inform you if we wish to contact your referees so you have adequate time to advise them.

### **Background Checks**

For some positions it may be necessary to verify information you have provided (eg Educational qualifications), or to undertake certain pre-employment checks (eg criminal conviction check, pre-employment medical assessment). These checks will be conducted on the preferred applicant(s) only.

# How to Apply

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Applications can be lodged by Emailing [HR@pormpuraaw.qld.gov.au](mailto:HR@pormpuraaw.qld.gov.au) or via the Seek website:

## Progress of your application

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the contact Simone Ferris in Human Resources

***Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application being excluded.***



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Senior Finance Officer</b>
<b>Award/Stream:</b>	The Queensland Local Government Industry (Stream A) Award – State 2017
<b>Section/Classification Level:</b>	Section 1: Administrative, clerical, technical, professional, community service, supervisory and managerial services.  Level 5
<b>Reports To:</b>	Finance & Governance Team Leader
<b>Department:</b>	<b>Finance</b>

### About Council

Pormpuraaw is on the west coast of Cape York about 500 kilometres from the tip of Australia, just south of the Edward River. It is the home of the Thaayore, Wik, Bakanh and Yir Yoront People.

In 1986 the Pormpuraaw Aboriginal Community Council gained title to the area by way of a Deed of Grant in Trust (DOGIT). This enabled the council to have full local government authority over the trust area of 466,198 hectares. In 2004 Pormpuraaw Aboriginal Community Council became a Shire Council incorporated under the Local Government (Community Government Areas) Act 2004.

Council has developed a set of values which guides the work of all employees:

#### **A Strong Community**

Council will strengthen the capacity and resilience of Pormpuraaw Community through partnerships with the Community, business, government and non-government sector groups in pursuing positive social, economic and environmental outcomes.

#### **Excellence**

Council and staff will strive for innovation, continuous improvement and long term success in management and leadership practice, strategic planning and the performance of Council systems.

#### **Accountability**

Council is accountable to the Community and will conduct its affairs openly with integrity in consultation with Community, at the same time reflecting the highest level of democratic governance and public administration.

## **Fairness and Equity**

Council recognises and values the needs of different sectors and groups within its community and works in partnership with its valued volunteers, community based agencies, State and Commonwealth departments to ensure needs are addressed in a planned and timely manner.

## **Welcoming Ideas**

Council will actively encourage and seek the exchange of ideas and knowledge in finding creative solutions.

## **Investing In the Future**

Council will take a long term view as a responsible steward of community assets and finances.

## **Position Purpose** *(brief statement outlining why the role exists):*

The primary purposes of the position are to:

- To assist the Executive Manager of Corporate Services (EMCS) and Finance & Governance Team Leader (FGTL) with the preparation of accurate accounting and payroll records in conformity with Statutory & Council policy requirements.
- Responsible for supporting the day to day finance functions such as: Debtors, Creditors, Inventory & Payroll to ensure services are efficiently and effectively provided.
- Support, motivate and develop staff across finance. Provide internal training and seek external training as required.
- Operate the debtors, purchasing and payroll systems and act as a reference point for internal and external stakeholders, while protecting the integrity of Council's processes.
- To work as an integral member of the Finance Team and contribute to the operational objectives of the Finance Department, including constructive input on all matters finance.
- Add to a safe workplace by participating and contributing to a safe work environment.

## **Dimensions** *(these relate to the scope of the role):*

### **Number of positions to direct & support:**

3 (Finance Staff)



## Major Responsibilities

1. Assume primary responsibility for the Debtors & Payroll functions and system integrity under the direction of the FGTL:
  - a. Process fortnightly payroll, checking & entering timesheets, process deductions and allowances, enter leave and timely processing to bank.
  - b. Assist with preparation of PAYG summaries at year end.
  - c. Assist with ATO compliance reporting such as TPAR & STP
  - d. Processing of all debtor invoices, ensuring their compliance, correct general ledger allocation, correct application of Council's schedule of fees & charges and matching with the correct supporting documents;
  - e. Ensure the timely issuing of Council invoices and collection of debtor accounts;
  - f. Undertake debtor statement reconciliations on a monthly basis;
2. Responsible for supporting and mentoring staff to ensure services are efficiently and effectively provided and assist with a range of finance functions, including:
  - a. Creditors;
  - b. Purchasing & Procurement;
  - c. Stock issues and receipting;
  - d. General ledger reconciliations for various grant projects;
  - e. Conduct month end finance processes and reconciliations;
  - f. General administrative duties as required.
3. Assist with preparation of financial reconciliations, raising journals, work papers and implementing appropriate policies, systems, procedures and practices to ensure the integrity of Council's accounting systems.
4. Maintain financial records in accordance with Australian accounting standards, statutory compliance & Council's policies & procedures.
5. Assist with the direction and control of finance, procurement, records management and risk management.
6. Liaise & work cooperatively with key stakeholders (internal & external) on matters associated with finance such as Council staff and internal auditors. Assist in liaising with external auditors, QAO, ATO or any other authority in relation to compliance audits. Ensure control issues identified by auditors are addressed in a timely fashion.
7. Support, motivate and develop staff across finance and set an example for the finance team. Ensure that you are a team player at all times. Provide internal training and seek external training as required.
8. Responsible for system improvements within role and the creation of written procedures for finance.
9. Provide relief duties for the other Finance/Corporate Services Officers (such as Admin Store & Accommodation Services) as required.

<b>Major Responsibilities</b>	
10. Ensuring data integrity and appropriate maintenance of the financial accounting system in order to provide accurate and reliable information for decision-making.	
11. Work collectively and collaboratively across and for Council (in particular EMCS & FGTL) to foster a culture of continuous improvement across all segments of finance.	
12. Organise own work area effectively and perform all duties in a timely, accurately and professionally.	
13. Meet deadlines and targets set by EMCS or FGTL and work under limited direction and accept the responsibilities of the position.	
14. This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor.	

<b>Work Health &amp; Safety Requirements</b>	<p>All staff are required to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for their own health &amp; safety</li> <li>• Take reasonable care for the health and safety of others including the implementation of risk control measures within their control</li> <li>• Comply with all reasonable instructions by Council</li> <li>• Participate in activities and programs designed to improve health and safety</li> <li>• Report potential hazards and incidents in the workplace</li> <li>• Notify their supervisor or manager of any injuries or illness that occurs in their workplace.</li> </ul>
<b>Council Expectations</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives</li> <li>• This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee's supervisors</li> <li>• Participate in the annual review of their performance against agreed operational and performance objectives</li> <li>• Perform their responsibilities in a manner which reflects and responds to continuous improvement</li> <li>• Read, understand and comply with all Council policies and procedures</li> <li>• Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing and evaluating risk that may impact on the Council</li> <li>• Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies and programs.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensure decision-making, actions and behaviours are ethical, responsible, transparent and in accordance with legislation, policy, procedures and service standards and within limits of authority (delegation/authorisation). Ensure financial management and procurement policy and procedural requirements are met.</li> </ul>
<b>Key Relationships to Position</b> <i>(can include Committees and organisations)</i>	<b>Purpose of Relationship</b> <i>(e.g. to provide direction or advice; to share information; to receive direction, etc)</i>
<b>Internal</b> <i>(within the Council):</i> <ul style="list-style-type: none"> <li>Executive Manager of Corporate Services</li> <li>Finance &amp; Governance Team Leader</li> <li>Other Finance Staff</li> <li>Council CEO, Management and Staff</li> </ul>	<ul style="list-style-type: none"> <li>To receive direction and advice</li> <li>To share information related to the position</li> <li>Provide support and internal training on finance processes &amp; procedures</li> </ul>
<b>External</b> <i>(outside the Council):</i> <ul style="list-style-type: none"> <li>LGAQ</li> <li>QAO</li> <li>ATO</li> <li>Auditors (External/Internal/Independent)</li> </ul>	<ul style="list-style-type: none"> <li>To receive advice</li> <li>To share information related to the discharge of duties</li> <li>To improve finance processes &amp; procedures based on external feedback &amp; recommendations received.</li> </ul>
<b>Delegations Exercised</b> <i>(i.e. decisions within position's authority, including formal delegations)</i>	<b>Recommendations Expected</b> <i>(i.e. where the position does not have authority to make decision but is to provide input or recommendations)</i>
<ul style="list-style-type: none"> <li>The position has a financial delegation as per Council's register of financial authority limit delegations.</li> </ul>	<ul style="list-style-type: none"> <li>Ways in which to improve business processes and procedures to deliver organisational outcomes</li> </ul>

**Skills, Attributes and Training Requirements:** *(training courses that must be completed to meet the inherent requirement of the job or Council's expectations)*

- Qualification in Accounting (Cert 4 or Higher)
- Must be able to work effectively as a team with minimal supervision
- Must be able to take direction
- Must be able to provide confident and relevant expert advice to staff on finance matters
- High level of accuracy and attention to detail
- Sound computer literacy with ability to operate accounting software such as Synergy and Microsoft Office software, with advanced skills in Microsoft Excel
- Clear national criminal history check

**Selection Criteria** *(including required knowledge, skills and experience for position):*

1. High Level Finance Experience. Principles & Knowledge within Local Government Act & Regulations.
2. Demonstrated team support work skills, including respect for the different contribution of individuals within the Finance team.
3. A sound level of oral and written communication skills, (including report writing) with a high level of attention to detail and accuracy.
4. Computer literacy with ability to operate accounting software Synergy Soft and Microsoft Office software with advanced skills in Microsoft Excel.