



## **PART-TIME EMPLOYMENT OPPORTUNITY!**

### **1 X Finance Officer (30 hours/week)**

Bulloo Shire Council is seeking enthusiastic employees to join our Financial Services Department. For further information regarding this position please contact Corporate Services Team on (07) 4621 8000 or access the resources that have been supplied on [www.bulloo.qld.gov.au](http://www.bulloo.qld.gov.au)

#### **What we are looking for in this role?**

- To assist with Council's financial and administrative functions as required in an effective and efficient manner in accordance with Council's policies and procedures.
- Contribute to the timely delivery of financial functions including but not limited to procurement, bank reconciliation, debtors and rates
- Maintaining, Processing and updating the Debtors system and following up statements and outstanding invoices
- Ensure all Council's purchasing meets Council's Procurement Policy and associated legislative requirements
- Assist staff with any queries regarding finance or Practical Plus
- Assist with maintenance of Council's property Data Base and Rating operations in accordance with the requirements of the Local Government Act 2009
- Assist in the provision of other administrative support including answering phones, front counter enquiries and other general clerical support duties;

#### **Mandatory tickets and Licences required for this role include:**

- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes
- Ability to exercise confidentiality, tact and discretion;
- Knowledge & thorough understanding of Council financial Policies and Procedures
- Have the knowledge or ability to acquire knowledge of Council's accounting system
- Proven work experience as a Finance Officer or similar role;
- Current 'C' Class Drivers Licence.

A position description can be downloaded at [www.bulloo.qld.gov.au](http://www.bulloo.qld.gov.au) . **All applications must include a cover letter outlining your experience in the Finance Sector and your current CV.**

Applications can be emailed to [council@bulloo.qld.gov.au](mailto:council@bulloo.qld.gov.au) or posted to:

Bulloo Shire Council

PO Box 46

**THARGOMINDAH QLD 4492**

Applications will close **4:00pm, Wednesday 19 February 2020**