

ADMINISTRATION & FINANCIAL SERVICES MANAGER

SELECTION CRITERIA



1. SELECTION CRITERIA

Please answer the following questions:

- Highly developed people management, leadership and teamwork skills, with demonstrated experience in leading diverse teams.
- Possess relevant bachelor's degree in accounting, finance or relevant equivalent field.
- Strong knowledge of accounting standards and regulatory frameworks, with experience in managing external audits and responding to all Government and statutory financial reporting requirements.
- Experience in preparation of budget and cashflow statements and other financial reporting documents.
- Capacity for strategic thinking and the ability to take initiative and prioritise competing responsibilities and timeframes.
- Effective communication skills with the ability to interact confidently with stakeholders at all levels of the organisation.
- Experience in Practical+ is advantageous though not essential.

2. REMUNERATION

The Employee will receive the remuneration package including

- Base Salary from \$130,000 (*based on qualifications & experience*)
- 5 weeks annual leave
- 17.5% leave loading
- 15 days personal leave
- Locality Allowance
- Fortnightly RDO's
- 11.5% Superannuation
- Employee Assistance Program
- Health & wellbeing support
- Relocation Assistance
- Accommodation

3. FTE

Full-time.

4. TERM

3 Year Contract

5. APPROXIMATE STARTING DATE

As soon as practicable, or as negotiated with the successful candidate.

6. ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, enquiries should be directed to the Human

Resources Officer, Julie Stewart at Council@bulloo.qld.gov.au.

7. CLOSING DATE FOR APPLICATIONS

12.00pm, Friday 23rd August 2024

Council is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

8. SUBMITTING YOUR APPLICATION

Your application should be submitted electronically to Council@bulloo.qld.gov.au, and your email Subject should be "First Name Surname – Admin & Financial Services Manager". Please include:

- a. cover letter (maximum 3 pages) addressing the selection criteria;
- b. updated Curriculum Vitae, including:
 - i. qualifications;
 - ii. experience;
 - iii. three (3) referees, including your current employer;
- c. copies of academic transcripts.