

FINANCE OFFICER (PROCUREMENT / TENDERS)

LEVEL 2.1 - 3.4

STREAM A LOCAL GOVERNMENT AWARD


Benefits & Allowances


- 5 weeks annual leave
- 17.5% leave loading
- 15 days personal leave
- Fortnightly RDO's,
- Locality Allowance
- Salary Sacrifice Rent & Super
- Opportunities for professional development and career growth
- Employee Assistance Program
- 11.5% Super
- Health & wellbeing support
- Relocation Assistance



BULLOO SHIRE COUNCIL

 68 Dowling St, Thargomindah

 07 4621 8000

 council@bulloo.qld.gov.au

The Bulloo Shire is located in the far Southwest corner of Outback Queensland and covers an area of 73,600 square kilometers (4.26%), making it the third largest Shire in the State.

We are a modern-day Council, that is consistently focused on improving our facilities, venues, infrastructure and plant. This Council is committed to supporting growth and development in our Shire and not let our towns become a casualty of limited employment, and declining population.

THE POSITION:

Your key responsibilities include, but are not limited to;

- Maintain the Council's purchase order system.
- Investigate supply sources and quotations and negotiate purchase / supply of materials and services.
- Preparation of tender documents and uploading to tender software media
- Facilitate all Council tenders by liaising with relevant Departments on specifications, evaluations and recommendations
- Preparation of Monthly Reports
- Ensure all Council's purchasing meets Council's Procurement Policy and associated with legislative requirements
- Assist in the supply of finance information to Auditors

THE SUCCESSFUL APPLICANT:

We are seeking a Finance Officer who possesses previous experience in finance and ideally Procurement and Tenders along with a high level of organisational skills, good interpersonal skills, attention to detail and time management.

Key Competencies Include

- Ability to meet deadlines and prioritize work
- Ability to exercise confidentiality, tact and discretion
- High level written and verbal communication skills

WHAT IS NEXT:

To apply for the position please email a copy of your Cover Letter, Resume and reply to the Selection Criteria to council@bulloo.qld.gov.au

For more information on the requirements of the position, please visit <https://www.bulloo.qld.gov.au/>

If you are interested in this role and like more information, please contact Human Resources on 07 4621 8000

Applications Close 5pm Wednesday 29th January