

# FINANCE OFFICER (PROCUREMENT / TENDERS)

## SELECTION CRITERIA



### 1. SELECTION CRITERIA

Please address the following position requirements and how you possess these skills

- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes
- High level of organisational skills and the ability to prioritise work
- Good interpersonal skills including telephone and customer service skills
- High level written and verbal communication skills
- Have the knowledge or ability to acquire knowledge of Council's accounting system (Practical +)
- Sound knowledge of financial procedures

### 2. REMUNERATION

**Level 2.1-3.4**

Stream A Local Government Award

- 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

### 3. FTE

Full-time.

### 4. APPROXIMATE STARTING DATE

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

### 5. ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, enquiries should be directed to the Human Resources Officer, Tamie Warner at [Council@bulloo.qld.gov.au](mailto:Council@bulloo.qld.gov.au).

### 6. CLOSING DATE FOR APPLICATIONS

**5.00pm – Wednesday, 29<sup>th</sup> January 2025**

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.

## **7. SUBMITTING YOUR APPLICATION**

Your application should be submitted electronically to [Council@bulloo.qld.gov.au](mailto:Council@bulloo.qld.gov.au), and your email Subject should be "First Name Surname – Finance Officer: Procurement/Tenders". 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.