



VACANT POSITION

Finance Officer - Payroll

REGIONAL AUSTRALIA AT ITS BEST

www.grc.qld.gov.au

Develop your career with Goondiwindi Regional Council, an innovative employer that listens, respects and values your contribution. We are proud of our communities and the key role you can play in making our region a great place to live and work. Council's commitment to high quality services means that we need talented, committed people - we need you!

Don't let this fantastic opportunity pass you by! Join our team now and enjoy the following benefits:-

Great work/life balance-

Full time employees can enjoy quality time with a 19 day month (RDO)

Salary packaging available -

Restructure our salary to work for you to pay for everyday living expenses such as Motor Vehicles, Remote Area Housing (Rent), Superannuation.

Job security in a local government position

Feel secure working for an organisation who believes in strong foundations of respect, balance, communication, teamwork, accountability and leadership.

Access to free Employee Assistance Program & confidential counselling.

Reach out to someone confidentially if you are experiencing any concerns or problems.

Your application must consist of the following information:

CHECKLIST

✓ **Covering Letter** addressing:-

- ▶ Qualifications (Don't be concerned if you don't meet all of them)
- ▶ Knowledge, Skills and Expertise (tell us your story and how you think you can fit)

✓ Copy of current **Resume**

It is preferred applications are submitted online at:

<https://careers.grc.qld.gov.au>

If you are unable to submit application online, alternate options are:-

Email to: Attention: Human Resources mail@grc.qld.gov.au	Personally deliver to: Attention: Human Resources Customer Service Centres in Goondiwindi, Inglewood or Texas.	Post to: Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 Inglewood Qld 4387
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I look forward to receiving your application.

Debbie Elliott
Human Resources Officer

GENERAL CONDITIONS OF EMPLOYMENT

APPLICATIONS:	It is preferred that applications be submitted online at: https://careers.grc.qld.gov.au
POSITION:	Finance Officer - Payroll
POSITION STATUS:	Permanent Fulltime
LOCATION:	Goondiwindi, Inglewood or Texas
AWARD:	Queensland Local Government Industry Award - State 2017.
CLASSIFICATION:	Stream A
SALARY:	Level 2 to Level 3 depending on skills, knowledge and qualifications. Total package \$76572 to \$87613 p/a. including allowances, leave loading and superannuation.
LEAVE:	Permanent Full time: 4 weeks annual leave (including leave loading), 15 days sick leave, 19 day month RDO. Long service applicable.
WORK PATTERN:	Your ordinary hours of work will be 36.25 hours per week. A 19 day month, rostered day off system applies, where additional hours are banked to accrue a day off per month.
CONDITIONS OF EMPLOYMENT:	Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Council's Code of Conduct and Anti-Discrimination and Workplace Health and Safety.
SUPERANNUATION:	Contributions to superannuation are available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions: Employee at 6% of salary, Superannuation Guarantee at 11% and Council additional contribution at 1.5%. If you choose not to contribute towards superannuation within the first twelve (12) months of service; Superannuation Guarantee will be at 11% of your salary.
PROBATION PERIOD:	A six (6) month probationary period will apply to the successful candidate.
UNIFORMS:	An annual uniform allowance is available to indoor staff. All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
CLOSING DATE:	Friday, 8 March 2024.

POSITION DESCRIPTION

POSITION TITLE	Finance Officer - Payroll
DEPARTMENT	Community & Corporate Services
LOCATION	Goondiwindi, Inglewood or Texas
AWARD STREAM	Stream A
REPORTS TO	Manager Finance

POSITION SUMMARY

To aid in the advancement of the organisation and make positive contributions to Council. Coordinate, accurate payroll services, strong experience in finance and grants management, rates and vendor panel (central contract register) maintenance.

POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none">• Experience in Local Government and/or payroll/finance.
<ul style="list-style-type: none">• Drivers Licence (Class C essential).

KNOWLEDGE & SKILLS
<ul style="list-style-type: none">• Excellent attention to detail.
<ul style="list-style-type: none">• Excellent organisational and communication skills
<ul style="list-style-type: none">• High degree of professionalism and discretion as you will be exposed to confidential information.
<ul style="list-style-type: none">• Demonstrated ability to interpret complex Awards and Enterprise Bargaining Agreements.
<ul style="list-style-type: none">• Prior experience of high volume payroll processing, in a fast paced environment, with an ability to pick up new systems, processes and procedures.
<ul style="list-style-type: none">• An understanding of local government procedures and practices
<ul style="list-style-type: none">• Excellent customer service skills to deal with internal/external stakeholders.

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> Ensuring all payroll transactions are processed efficiently, including the collation and processing of timesheets, ensuring the accuracy of payroll data inputted into Council's payroll system and processing the payroll data.
	<ul style="list-style-type: none"> Processing payroll, remitting payroll taxes and government reporting.
	<ul style="list-style-type: none"> Resolving payroll queries/discrepancies.
	<ul style="list-style-type: none"> Maintain employee records; pay rates, taxation and superannuation requirements.
	<ul style="list-style-type: none"> Calculate and enter termination and lump sum payments in accordance with Awards and Agreements within the bounds of taxation legislation.
	<ul style="list-style-type: none"> Be able to work efficiently with strict deadlines.
	<ul style="list-style-type: none"> You may be required to undertake a variety of duties not related to your substantive role in times of disaster or significant organisational crisis.
	<ul style="list-style-type: none"> Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory.
	<ul style="list-style-type: none"> Adhere to Goondiwindi Regional Council policies.
	<ul style="list-style-type: none"> To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.
	<ul style="list-style-type: none"> Any other duties as directed by your Supervisor or the Director, Community & Corporate Services.
Service	<ul style="list-style-type: none"> Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.
Work	<ul style="list-style-type: none"> To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.
Records Management	<ul style="list-style-type: none"> Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.
Risk Management	<ul style="list-style-type: none"> Identify exposures, recommending solutions, implementing approved programs, promoting risk prevention measures, updating and monitoring compliance with procedures and managing safety/risk management reporting requirements.

WORKPLACE HEALTH & SAFETY OBLIGATIONS
All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:
<ul style="list-style-type: none"> • Being aware of the council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
<ul style="list-style-type: none"> • Performing all work and associated functions in a safe manner.
<ul style="list-style-type: none"> • Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
<ul style="list-style-type: none"> • Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
<ul style="list-style-type: none"> • Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
<ul style="list-style-type: none"> • Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.
<ul style="list-style-type: none"> • Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
<ul style="list-style-type: none"> • Attending any toolbox, team talks or specific training supplied by council.
<ul style="list-style-type: none"> • Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
<ul style="list-style-type: none"> • Working in a manner that will not endanger themselves, other employees or the public.
<ul style="list-style-type: none"> • Report any concerns for WH&S to your Supervisor.

RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.



APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- Provide brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

At an interview, you will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational questions focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

REFERENCE CHECKS

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

NOTIFICATION OF APPOINTMENT

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.