



Information for Intending Applicants

Position of

Finance and Administration Officer

July 2019

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About Wiluna: The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna's Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town's tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Micheal Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

The Shire: The staff is very small and very friendly (ie. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

The Position: This position is to support the Senior Finance Officers in particular and will suit somebody who can give attention to detail and is accurate with data entry. It is also intended that the position will assist with administrative support, for which attention to detail will also be important.

More details about the position, including the selection criteria, are included in the position description which is appended at page 6 of this information pack. The selection criteria are at page 11.

Remuneration: To attract applicants of the calibre that we require, a remuneration package (including superannuation and rent-free housing) in the range \$76,935 - \$99,935 (including cash in the range \$50,000 - \$70,000) will be negotiated with the successful applicant.

Applications:

Applications will close at **2pm (Perth Time) on Tuesday, 13 August 2019.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position; in this section you must address each of the selection criteria as shown on page 9 of this document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
9. The names and contact details of not less than three referees to whom enquiries will be made.
10. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 5 of this document.

Only Online Applications will be accepted

To submit your application, please visit the following web-page:

<https://applynow.net.au/jobs/113799>

Selection and Appointment Process:

The Shire reserves the right to require shortlisted applicants to participate in tests if considered necessary to assess the extent to which they meet specific selection criteria.

Final interviews will be held in Wiluna on a date yet to be determined.

Police Clearance and Medical Examination Required

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for selection interview.

Probationary Appointment

The successful applicant will be appointed on a probationary basis for the first six months.

This form must be printed, signed, scanned and submitted with your application

DECLARATION, AUTHORISATION, AND WAIVER

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Signature of Applicant

Date

<p>Note. The Shire of Wiluna undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant.</p>

POSITION DESCRIPTION

JOB OUTLINE



POSITION TITLE Finance and Administration Officer	DIVISION/GROUP Corporate Services	DELEGATED AUTHORITY Nil	AUTHORISED BY Chief Executive Officer DATE: 15 July 2019
REPORTS TO Accountant	POSITIONS REPORTING TO THIS ONE Nil	SPECIAL CONDITIONS) 3-year contract term.	

POSITION DESCRIPTION

JOB OUTLINE



ROLE RESPONSIBILITY	WHAT SUCCESS WILL LOOK LIKE (Broad)
<ul style="list-style-type: none">) Assist the accountant and seniors finance officers with transaction processing, particularly (but not limited to): <ul style="list-style-type: none"> o Payments to creditors o Payroll o Receipting of payments) Appropriate filing of all creditor-related documents.) Appropriate filing of payroll-related documents.) Back-up the Administration Assistant: <ul style="list-style-type: none"> o Undertake the tasks of receiving calls, taking messages and registering and distributing correspondence (including emails). o Handle requests and queries appropriately, including over-the-counter requests, queries, appointment bookings, and facility bookings. o Maintain systems for managing the Shire's Library resources. o Monitor office and kitchen supplies and prepare purchase orders for supplies. o Support the CEO and the DCEO where required in carrying out administrative tasks including the preparation and distribution of Council meeting documents. o Ensure documentation is registered in the Electronic Document Retrieval and Management System according to Shire procedures and the Record Keeping Plan. o Ensure kitchen and meeting room are clean including loading and unloading dishwashers. o Ensure meeting rooms are tidy and relevant equipment is in working order.) Contribute to ongoing improvement and review of administration systems and processes.) Other duties as directed. 	<ul style="list-style-type: none">) Creditors are paid on a weekly basis.) Creditor invoices received by the cut-off time are processed in that week's creditor payment run, with those received after the cut-off time being processed the following week (except for those invoices for which authorisation is withheld).) Creditors invoices for which authorisation has not been received are followed up with the appropriate officer/department.) Fortnightly payroll runs are produced accurately in a timely manner.) Over-the-counter payments are correctly receipted.) All documents for which the officer is responsible are appropriately filed and/or registered.) All inwards correspondence is correctly registered into the Shire's document management system and assigned to the correct document flow.) Outward mail items are dispatched through Australia Post in a timely manner, with appropriate documentation as required.) Phone is answered in the prescribed manner, and calls are correctly routed to the appropriate officers (or accurate and informative messages are taken).) Messages are accurately recorded and forwarded by email in a timely manner.) Reception/library areas and meeting rooms are kept tidy.) Library systems are maintained – books are correctly issued and overdue books are followed up.) Office and kitchen supplies are maintained at appropriate levels.) Irregularities are reported to senior management so that remedial interventions can be initiated where required.) Good relationships are maintained within the finance and administration sections and, more broadly, throughout the organisation and with other stakeholders.) All duties and tasks are carried out willingly, cheerfully and with utmost courtesy.

POSITION DESCRIPTION

JOB OUTLINE



OBJECTIVES

-) To enhance the Shire's reputation among the community and the general public by providing a very high level of customer service.**
-) To provide data entry and transaction processing support to the accountant and senior finance officers.**
-) To work as a cooperative and productive member of the finance and administration team by:**
 - o Ensuring that phone calls are correctly routed and that messages are accurately passed on in a timely and appropriate manner.**
 - o Correctly registering and distributing inwards correspondence.**
 - o Ensuring that printers are kept full of paper and toner, and that other stationery materials are stocked at appropriate levels.**
 - o Assisting in the functions of receptionist/cashier/library officer.**
 - o Providing support as required to other members of the team (eg. Envelope stuffing, data entry, etc).**
-) To ensure that proper records are kept in relation to those functions for which the officer is responsible.**
-) To help maintain the Shire's document system, particularly with regard to those documents for which the officer is directly responsible, but also by assisting with the scanning and registration of other documents as required.**
-) To assist in relation to preparation for meetings, venue bookings, and matters of protocol.**

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Employee

Manager

CEO

POSITION DESCRIPTION

KEY ACCOUNTABILITIES



Key Accountability	Weighting (%)	Key Performance Indicators/Standards/Targets	Measures
Performance	30%	<ul style="list-style-type: none">) Data input is accurate and timely.) Receipting is timely and accurate.) Discrepancies and/or irregularities are brought to the attention of management.) Documents are retained, registered and/or filed in timely manner.) Reception and library areas are kept tidy.) Appointments are made for persons requesting face-to-face meetings.) All visitors are signed into and out of the building in the Visitors Register and issued with Visitor ID.) Inwards phone calls are answered in the prescribed manner, and correctly routed or otherwise dealt with.) Messages are accurately recorded in emails and forwarded to the appropriate officer in a timely manner.) Achieve the expected outcomes contained in your position objectives. 	<ul style="list-style-type: none">) Accurate and timely data entry facilitates accurate, efficient and timely payment of creditors and employees.) Payments are correctly receipted (seeking advice from the Senior Finance Officer (Revenue) or Accountant is encouraged).) Visitors Register is kept up-to-date.) Officer becomes familiar with those who have regular business with the Shire (eg. Councillors, the Auditor, various government agencies).) Other callers are queried as to their business to ensure that: <ul style="list-style-type: none"> o Calls are routed to the most appropriate officer; and o Busy staff are protected from time-wasters such as cold-call salespersons.) Messages always include return phone numbers and are transmitted professionally by email (not on scraps of paper, post-it notes, etc).) Assessed via observations of your line manager, peers and senior management.

POSITION DESCRIPTION

KEY ACCOUNTABILITIES



Teamwork	30%	<ul style="list-style-type: none">) Work collaboratively with other Shire staff.) Maintain a willingness to work with others in a productive and meaningful manner.) Records are kept in accordance with the Shire's approved Record Keeping Plan and directives from the CEO. 	<ul style="list-style-type: none">) Assessed via observations of your line manager and comments from your work peers.) Records relating to the functions for which the officer is responsible are kept as required and are able to be located and retrieved when required..
Service Delivery	20%	<ul style="list-style-type: none">) Queries and requests are appropriately handled.) Managers are provided with the information that they need to perform their functions and make well-informed decisions. 	<ul style="list-style-type: none">) Queries and requests are dealt with or referred to the appropriate officer.) Reports and other documents are provided to the CEO and Deputy CEO when required.) Non-conformances with our procedures are promptly reported to the Deputy CEO or CEO.
Compliance	20%	<ul style="list-style-type: none">) Ensure you work in compliance with the Shire's Occupational Safety & Health (OSH) policies and procedures.) Ensure compliance to the Shire's Record Keeping Plan (RKP).) Ensure compliance to the Shire's Code of Conduct and Corporate Values.) Ensure compliance to the Shire's policies, procedures and CEO Directives. 	<ul style="list-style-type: none">) OSH compliance.) RKP compliance.) Code of Conduct and Corporate Values compliance.) Policy Manual, Accounting Procedures and CEO Directives compliance.

POSITION DESCRIPTION

**Shire OF
Wiluna**



TECHNICAL/FUNCTIONAL REQUIREMENTS – SELECTION CRITERIA

QUALIFICATIONS/CERTIFICATES	TECHNICAL AND SPECIALIST SKILLS/ KNOWLEDGE/EXPERIENCE	CONTACTS/WORKING RELATIONSHIPS
<p>Required:</p> <ul style="list-style-type: none"> ⌋ Current Driver's Licence (Class C or better) ⌋ Relevant experience. ⌋ Police Clearance. ⌋ Medical Certificate. ⌋ Good personal presentation. ⌋ A cheerful and pleasant disposition. <p>Desirable:</p> <ul style="list-style-type: none"> ⌋ Although not essential, any certificate in local government bookkeeping or administration will be very well regarded. 	<p>Required:</p> <ul style="list-style-type: none"> ⌋ The legal right to live and work in Australia. ⌋ Ability to follow directions and meet deadlines. ⌋ Well-developed interpersonal skills ⌋ Well-development computer skills ⌋ Well-developed understanding of OSH principles and procedures. ⌋ A "Can do" attitude. <p>Desirable:</p> <ul style="list-style-type: none"> ⌋ Previous experience of living and working in a small, very remote, outback community. ⌋ Knowledge of indigenous culture. 	<ul style="list-style-type: none"> ⌋ CEO ⌋ Deputy CEO ⌋ Finance and administration staff ⌋ Other Shire staff and contractors ⌋ Councillors ⌋ Suppliers ⌋ Customers ⌋ Residents and ratepayers ⌋ General public ⌋ Government agencies ⌋ NGOs

POSITION DESCRIPTION



BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCIES	REQUIRED (yes/no)	PRIORITY (H,M,L)	WEIGHTING
Conceptual Thinking – Considers how things fit together. Sees patterns or trends, makes the complex simple.	Y	L	
Acting Decisively - Takes action despite obstacles. Makes decisions quickly and in a crisis.	N		
Strategic Orientation – Understands, contributes to and aligns work/priorities to strategic business strategies.	Y	L	5
Focus on Improvement – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.	Y	M	5
Impact and Influence – Knows own impact and able to persuade others and build alliances.	Y	L	5
Customer Service Orientation - Takes personal responsibility for customer satisfaction. Addresses customer needs.	Y	H	30
Leadership – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	L	
Developing and Coaching Others – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M	5
Self-Management – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity.	Y	H	15
Teamwork and Co-operation – Co-operates and participates positively in the team. Values and encourages others input.	Y	H	20
Commercial Acumen - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	N		
Flexibility – Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	H	15