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# CANDIDATE INFORMATION KIT

## **FINANCE OFFICER**

**Full Time. 12 Months Fixed Term**

**Job Reference: CSC31**



Applications close 11pm Monday 1 April 2024



*A career with Council can offer you the  
work/life balance you've been looking for!*

Thank you for your interest in applying for the Finance Officer (12 months fixed term) role with Cook Shire Council.

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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## HOW TO APPLY

Prepare a letter and up to date resume/curriculum vitae. Tell us why you would like to be considered for this role and send it to us!

It would be appreciated if you answer these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience in financial processes?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ What values would you bring with you into the workplace?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: [work@cook.qld.gov.au](mailto:work@cook.qld.gov.au)

Online: [www.cook.qld.gov.au/work](http://www.cook.qld.gov.au/work)

## PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

## SUMMARY & CONDITIONS OF EMPLOYMENT

| JOB REFERENCE: CSC31 |  |
|----------------------|--|
| Position:            | Finance Officer (12 months fixed term)   |
| Location:            | Based at Main Administration Office, 10 Furneaux Street, Cooktown  |
| Tenure:              | Full time. 12 month contract   |
| Remuneration:        | Qld Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017<br>Level 2 to 3, dependent on qualifications and experience |
| Leave Entitlements:  | 5 weeks annual leave<br>15 days personal leave<br>1 rostered day off per month   |
| Superannuation:      | Up to 12% Superannuation contributions   |

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## POSITION DESCRIPTION

|                              |  |
|------------------------------|--|
| <b>Position Title:</b>       | Finance Officer (12 months fixed term)   |
| <b>Directorate:</b>          | Organisational Business Services   |
| <b>Location:</b>             | Council's Main Administration Building, 10 Furneaux Street, Cooktown   |
| <b>Award/Classification:</b> | Qld Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017<br>Level 2 to 3, dependent on qualifications and experience |

### 1 POSITION OBJECTIVES

The Finance Officer plays a pivotal role in ensuring the seamless operation of financial processes and administrative functions within Council's Finance Department. The incumbent will uphold high standards of accuracy, compliance and confidentiality while fulfilling key responsibilities such as processing invoices, managing financial records and providing responsive support to internal and external stakeholders.

### 2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

#### Data Entry:

- Accurately input financial data into relevant systems and spreadsheets.
- Process Invoices and prepare payment of all creditors on a weekly basis, in accordance with accounting standards and applicable legislation.
- Manage Council's financial records in pursuit of legislative compliance including, but not limited to, record security, confidentiality and information privacy.
- Complete end of month procedures and reconciling of monthly statements.
- Create and maintain creditor master files in Council's financial management system 'Authority'.

#### Administrative Support:

- Respond and manage multiple email accounts daily.
- Answer phones and direct calls to the appropriate staff members.
- Provide assistance or information as needed.
- Assist with basic administrative tasks such as filing, photocopying, scanning and sending documents.

#### Business Support:

- Provide support to members of the Finance team as required.
- Assist in responding to enquiries from internal and external stakeholders regarding financial matters.
- Collaborate with other departments to ensure compliance with financial policies and procedures.
- Maintain confidentiality of financial information at all times.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

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## 3 POSITION REQUIREMENTS

### 3.1 Qualifications, Experience and Knowledge

- Demonstrated experience in accounts payable within a complex environment.
- Previous experience with financial management systems (desirable).
- Good understanding of financial processes.
- Proficiency in Microsoft Office suite, particularly Excel and Word.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Willingness to learn and adapt to new tasks and responsibilities.
- Knowledge of “Authority” financial management system and “CM10” records management system (desirable).

### 3.2 Interpersonal Skills

- Strong verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrates initiative and a proactive and self-motivated approach.

### 3.3 Training

- Training will be provided as deemed necessary.
- The incumbent may be required as part of this position to attend professional development opportunities.

### 3.4 Workplace Standards

- Compliance with Council’s Code of Conduct, Corporate Policies and Procedures.
- Provision of high level of customer service satisfaction and quality of service to internal and external customers.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- To not disclose or use confidential information other than in appropriate situations with duly authorised persons.
- To be impartial in all Council activities undertaken in this role.
- To not engage in other employment or contract work that may result in a direct or indirect conflict of interest with Council.
- To promote and maintain a positive, professional image for Council activities.
- To adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Possess a self-motivated, achievement orientated attitude.
- To contribute toward the efficient and effective operation of Council’s Organisational Business Services division and Council’s overall operations.

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### 3.5 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management System and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented Workplace Health and Safety Policies, Procedures, work and verbal instructions issued by Council and its officers.
- Follow procedures in the areas of hazard and risk management and injury prevention strategies.
- Maintain a safe and healthy work environment.
- Perform duties in a safe manner, respecting all workplace health and safety laws and policies.
- Use manual handling aids provided by Council to minimise hazardous manual task risks.
- Carry out hazardous manual tasks in accordance with any information, instruction and training provided.
- Ensure correct use and maintenance of all personal protective clothing and equipment supplied by Council.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedure.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
- Attend any tool box talks or specific training supplied by Cook Shire Council.
- Work in a manner that will not endanger themselves, other employees or the public.
- Being familiar with the location of first aid treatment areas, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your supervisor.

## 4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Finance Manager.
- Liaises with Council officers, Government departments, consultants, contractors and the general public.

## 5 EXTENT OF AUTHORITY

- Designated Procurement Delegation as per Cook Shire Council Purchasing Policy.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

## 6 SELECTION CRITERIA

### Qualifications, Knowledge and Experience

#### 6.1 Essential

- SC1.** Demonstrated experience in accounts payable within a complex environment.

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- SC2.** Good understanding of financial processes.
- SC3.** Competency in the use of computer software systems, including accounting software programs and the Microsoft Office suite.
- SC4.** Strong attention to detail and accuracy in data entry and record-keeping.
- SC5.** Demonstrated high level of communication skills.
- SC6.** Demonstrated ability to manage time effectively to achieve outcomes within the required timeframes.
- SC7.** Be self-motivated and have a demonstrated ability to work as an effective team member with a continuous improvement approach.

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## INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km<sup>2</sup> and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

### Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

### Services

|                              |                            |                        |
|------------------------------|----------------------------|------------------------|
| Supermarket                  | Bakery                     | Airport                |
| Petrol stations              | Speciality stores          | Coffee shops and cafes |
| RSL and Bowling Clubs        | Pubs and bottle-shops      | Medical centre         |
| Schools (public and private) | Restaurants                | PCYC Events Centre     |
| Pharmacy                     | Hospital                   | Newsagent              |
| Public swimming pool         | Visitor Information Centre | Golf Club              |

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## Getting here

|               |   |
|---------------|---|
| <b>FLY</b>    | 45 minute flight to Cooktown from Cairns                                |
| <b>DRIVE</b>  | 4 hour drive on inland sealed road from Cairns (self-drive or bus)      |
| <b>CRUISE</b> | Sail or cruise from Cairns via private vessel, cruise ship or tour boat |

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website [www.cooktownandcapeyork.com](http://www.cooktownandcapeyork.com).

## Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

## Information

For further information about our Council and Shire please visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au).

## Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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