



Recruitment Selection Criteria

Finance Officer

Position Title	Finance Officer
Section	Financial Services
Division	Corporate Performance
Grade	8

Essential requirements

1. Advanced Certificate or Diploma in Accounting, Commerce or other related discipline. Alternatively experience commensurate with these qualifications.
2. A strong knowledge of key Accounting Concepts.
3. Experience in ledger maintenance and reconciliation processes.
4. Strong financial transaction investigatory skills.
5. An understanding of Goods & Services Tax (GST) and Fringe Benefits Tax.
6. Proven track record in excellent customer service.
7. Intermediate computer and spreadsheet skills.
8. Effective oral and written communication skills.
9. Proven time management and organisational skills.
10. Ability to work effectively in a team environment..

Desirable requirements

1. Previous experience in Local Government.
2. Previous experience in the use of Civica Authority.
3. Practical experience in the duties of the position..

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.