

We are currently seeking applications for a Trainee Accounts Payable Officer. The successful applicant will complete a traineeship in the Financial and Administrative Services Department learning basic financial and administration tasks while undertaking a Certificate III in Accounts Administration.

This is an ongoing permanent position which commences as a traineeship (\$31,850pa to \$67,863pa) salary range with the potential to increase to a Level 3 once the required knowledge, experience and qualification is gained.

About the role:

In combination with completing a Certificate III in Accounts Administration, throughout the duration of the traineeship, the successful candidate will be required to perform a range of financial activities under the supervision of the Expenditure Services Coordinator. Upon completion of the traineeship, the successful candidate will have obtained the experience, skills and knowledge to carry out the duties as an Accounts Payable Officer.

Why work for us?

- 9-day fortnight (72.5hrs fortnight).
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year.
- Salary Packaging available.
- Supportive and motivating team.
- Active Social Club.
- Fitness Passport Program.
- Flexible work arrangements.
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applications for **24/45 – Trainee Accounts Payable Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Traineeship Eligibility Questionnaire
- Most recent academic record

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/45, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 14 August 2024 at 5.00pm.

For further information please contact the Expenditure Services Coordinator – Tatum Heron on (07) 4783 9800.

Selection Criteria

Trainee Accounts Payable Officer

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Demonstrated ability to complete assessments or further study within set timeframes.
2. Provide examples of your ability to work in a team environment (work, school or extra-curricular activity) and how you communicate in these situations.
3. Provide an example of a situation where you had to learn and develop new skills.
4. Provide examples of how you prioritise and manage your workload to meet deadlines.

Eligibility Questionnaire

Trainee Accounts Payable Officer

Traineeship opportunities are made available by Burdekin Shire Council with the assistance of Government funding. Certain information (including date of birth) is required from applicants to confirm eligibility for participation.

Full Name: _____ Date of Birth: _____

1. Do you hold any current qualifications – either Certificate, Diploma or University Degree Level No Yes

If yes, please provide details of all qualifications currently held:

Qualification Name	Date of Attainment

2. Do you identify with any of the following groups (any of these groups assist eligibility)?

Aboriginal and Torres Strait Islander No Yes

Migrants and refugees from culturally and linguistically diverse backgrounds No Yes

If yes, please provide brief details of your ethnic/cultural background:

Person with a disability No Yes

If yes, please provide brief details of disability:

Displaced worker (that is, lost employment with another employer) No Yes

If yes, please provide brief details of previous employment:

Women re-entering the workforce No Yes

If yes, please advise brief details surrounding your current situation:

3. Are you currently on any government benefits (e.g., Newstart or Disability) No Yes

If yes, please advise details of current benefit:

4. Are you currently registered with a job network provider No Yes

If yes, which job network provider:

Position Number	20028
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 1 – 3
Reports To	Expenditure Services Coordinator
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Provide efficient financial and administrative skills, including initiative to work procedures used in performing all tasks/activities to meet relevant deadlines for Expenditure Services.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

For duration of traineeship and learning period:

- Perform a range of financial activities following established work procedures.
- Other duties as allocated by supervisor

Upon attaining qualification, knowledge and experience:

- Review follow up of incomplete items and data entry of creditor invoices and reconciling of monthly statements to ensure accurate, appropriate and timely creditor account processing for payment runs.
- Ensure accurate claiming of Goods and Services Tax (GST) for monthly Business Activity Statement (BAS).
- Maintain creditors' Masterfile database.
- Resolve and respond to Creditors' requests/correspondence.
- Create and maintain template requisitions for regular purchases for Council.
- Prepare Excel spreadsheets for Daily Cash Flow and multiple creditor processes.
- Daily receipting of agency payments into Technology One Property and Rating system from bank statements.
- Review specifications, database requirements and advertisements for the Approved Contractor Listings for annual Private Hire and Traffic Control providers and evaluate, process, and enter approved applications into database for reporting.
- Compile Federal Fuel Subsidy claim for Council's Business Activity Statement and balance fuel to ledger accounts.
- Compile and prepare monthly debtors accounts for expenses on charged by Council.

- Prepare General Ledger Journals and adjustments, including Council accruals and prepayments for end of financial year processes.
- Monthly reconciliation of purchase card transactions including maintenance of the card register.
- Monitor Council orders to ensure compliance with the Local Government Act.
- Assist and/or prepare various end of month/end of financial year reports.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

Level 1:

- Works under direct supervision.

Level 2:

- Works under regular supervision.
- Oversees and guides a limited number of lower classified employees.
- Where relevant, supervises minor works programs/projects.

Level 3:

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

Level 1:

- Work outcomes are clearly monitored.
- Freedom to act limited by standards and procedures.
- Solutions to problems found in established procedures and instructions, assistance readily available.
- No scope for interpretation.

Level 2:

- Work outcomes monitored.
- Freedom to act within established guidelines.
- Solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents and guidelines. Assistance is available when problems occur.
- Graduates received instructions
- Plan and coordinate work for minor work programs.

Level 3:

- May set outcome/objective for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.

- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Position Requirements

The position requirements for the duration of the traineeship will be at Level 1. Upon attaining the qualification, knowledge and experience, position requirements will transition to a Level 3.

Knowledge

- Developing knowledge of financial and administrative practices and procedures.
- Understanding of basic computing system functions and tasks.
- Developing knowledge of section and department function and operation.
- Developing knowledge of Council structure.
- Developing knowledge of statutory requirements

Upon attaining qualification, knowledge and experience:

- Thorough knowledge of administrative and financial practices and procedures relevant to work area.
- Sound knowledge of computer practices required for the position and tasks relevant to the work area.
- Sound knowledge of Council structure and operations and relevant legislation for this role.
- Understanding of Workplace Health and Safety requirements and responsibilities.
- Sound knowledge of Microsoft Office Suite of applications.

Skills

- Basic numeracy skills.
- Sound keyboard skills.
- Basic telephone technique.
- Reading comprehension.
- Active learning.
- Active listening.
- Developing teamwork skills.
- Service orientation.
- Operate modern office equipment.
- Fundamentally proficient in the use of Microsoft Office applications.
- Developing time management skills.

Upon attaining qualification, knowledge and experience:

- Proficient organisation skills with the ability to manage time, set priorities, plan and organise own work, demonstrating a sound degree of judgement, initiative, confidentiality and sensitivity in the performance of the work.
- Proficient communication skills – verbal and written for internal and external clients.
- Administrative and financial skills.
- Proficient computer skills in the use of Microsoft Office Systems and Accounts Payable systems.
- Teamwork skills to work productively within a small team.
- Proficient data entry skills.

Abilities

- Oral expression.
- Oral comprehension.
- Written comprehension.
- Written expression.
- Ability to participate effectively in a team environment.

Upon attaining qualification, knowledge and experience:

- Ability to identify and resolve issues as related to the Accounts Payable area utilising knowledge, experience, judgement and work organisational skills.
- Ability to apply attention to detail and focus on accuracy in work responsibilities.

Other Requirements

- Ability to complete a Certificate III in Accounts Administration with 12 months.
- Personal characteristics of integrity, honesty, commitment, enthusiasm, and adaptability.
- Apply conditions of confidentiality to all work-related, documents, information, and situations.

Experience and Qualifications

- Minimum of Year 10 education with satisfactory results
- Possession of a current Queensland 'CA' class drivers' licence

Upon attaining qualification, knowledge and experience:

- Experience in administrative and/or financial roles.
- Considerable experience in the use of computerised purchasing and accounts payable systems, and Microsoft Office Suite.
- Experiences in other financial systems and databases.
- Possession of a current Queensland 'CA' class driver's licence.
- Experience in Local Government administration.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.

Position Description

Accounts Payable Officer

7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.