



CANDIDATE PACK

# Finance Officer

Kyogle Council



**Leading  
Roles**

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## CONTACT

Katharine Ottaway  
Talent Consultant  
Leading Roles

📞 0413 578 215

✉ [Katharine.Ottaway@leadingroles.com.au](mailto:Katharine.Ottaway@leadingroles.com.au)



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We respectfully acknowledge the Traditional Owners, the Bundjalung people as Traditional Owners of the land in which the Kyogle Council situated. We pay respect to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

Kyogle Council is located in the Northern Rivers region of New South Wales. With an area of approximately 3,632 square kilometres, around 9,000 residents call the area home. Kyogle is located 760kms north of the Sydney and 180kms south of Brisbane. Key employment sectors include agriculture, forestry and fishing, manufacturing, construction, health care, and retail trade.

The Kyogle Council area is a rural and rural-residential area, including national parks and rainforests. Rural land is predominantly used for dairy, beef farming, and timber production, with some vegetable and grain growing.

Despite its size, Kyogle offers a wonderful quality of life with a strong sense of community and a laid-back lifestyle. The town is surrounded by stunning natural scenery including lush rainforests, rolling hills, and pristine rivers, making it a paradise for outdoor enthusiasts. Residents of Kyogle also benefit from a low cost of living, affordable housing options, and a range of amenities such as shops, schools, and healthcare facilities. Additionally, the town hosts a variety of cultural events throughout the year, providing opportunities for residents to connect and socialise. Overall, Kyogle is an idyllic place to call home for those who value a peaceful and scenic lifestyle with a strong sense of community.





Due to expansion and a focus on capital works projects in the region including several large infrastructure projects, Council is now seeking a Finance Officer to join the organisation.

Reporting to the Manager Finance, the Finance Officer will assist the Manager Finance and the Finance Department by contributing effectively and efficiently in supporting Council's operations. The Finance Officer will work closely with the Credit Officer with data entry of invoices associated with Council's capital works program.

The successful applicant will need to meet deadlines, ensure spreadsheets and reports are accurate and assist with grant funding projects. The Finance Officer will liaise with suppliers and contractors as well as internal customers.

This new role recognises the large amount of work being planned and achieved in Council and the successful candidate will be a welcomed additional resource. There is scope to develop this role further to extend to other areas of Council including rates and/or payroll. The successful applicant will be well supported with in-house training and development provided.



## Organisational Contribution

The Finance Officer will be a key member of a capable, stable and cohesive finance team.

This is an excellent career opportunity, for an individual to join local government, expand their knowledge base in finance and accounting and progress their career path.

## Operational Performance

The functions of the Finance Officer will be focused on delivering and contributing to the operational objectives and integrated finance functions that build the financial viability of Council and the region. There will be a focus on learning and developing in the role and building the successful applicant's capabilities to ensure they assist with contributing to a high-performance and sustainable future for the finance unit.





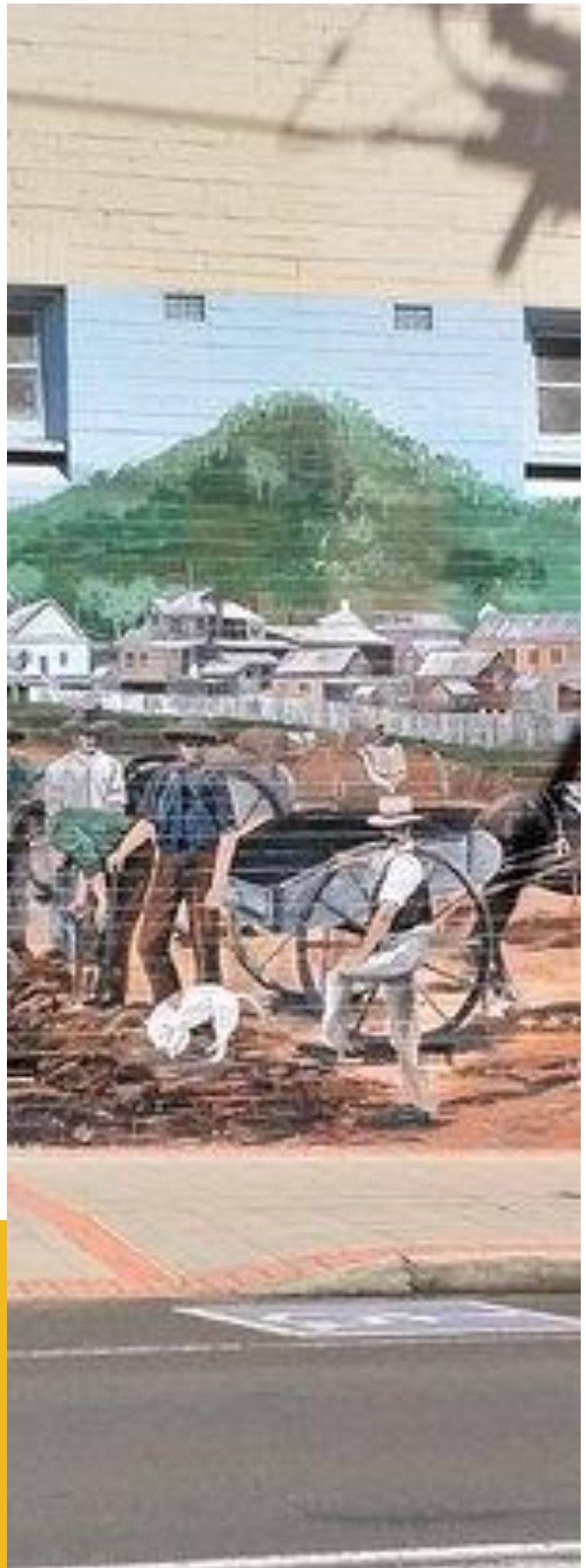
## Qualifications, Skills & Attributes

Kyogle Council is seeking an individual who has willingness to learn, who is systems and process-orientated, deadline driven and who undertakes work accurately and professionally. A strong financial mindset and a love for numbers are critical to be successful in the role.

- Demonstrated experience in accounting procedures.
- Demonstrated data entry and computer skills and proficiency in information and communication systems.
- Solid communications skills with internal and external stakeholders.
- Ensure the delivery of efficient and effective processes to ensure deadlines are met.
- Successfully serve the community and be outcomes focused.
- Qualifications in Accounting, Finance, Business, Economics, Commerce or other relevant disciplines, which may be acquired through a Cert III level course or relevant experience, with a demonstrated commitment to ongoing professional development.

# The Opportunity

This is an opportune time to join the Finance Department and Council due to the large number of capital works projects occurring in the region. This position will suit a finance-focused candidate, who is currently studying or recently completed their qualifications. Key duties include data entry, budgets and council reporting, financial planning, bank reconciliations and additional ad-hoc financial tasks. An individual who is looking to further develop their finance skills and who is motivated to make a strong contribution to the organisation would well suit this role. Career development opportunities within Council are available for the right individual. Come and succeed at Kyogle Council and make a strong contribution to the organisation's success.







## Council Employee Benefits

The Kyogle Council employee benefits include:

- Base salary: \$64 000 – \$89 000
- 9-day fortnight.
- Flexible Working Arrangements.
- Live and work in a beautiful region that offers diverse lifestyle opportunities and an engaged community.
- Kyogle is close to Brisbane, Byron Bay and the Gold Coast and has excellent schools and medical facilities.





# About Council

## Community Vision

*“Working together to balance environment, lifestyle and opportunity.”*

## Council Mission

*“To meet the challenges of our unique and diverse region.”*

The Kyogle Council is located in the Northern Rivers region of NSW. With an area of approximately 3,632 square kilometres a population of 9,228 residents call the area home. Kyogle is located 760kms north of the Sydney CBD and 180kms south of the Brisbane CBD.

Key employment sectors include agriculture, forestry and fishing, manufacturing, construction, health care, and retail trade.

The Kyogle Council area is a rural and rural-residential area, including national parks and rainforests. Rural land is predominantly used for dairy, beef farming, and timber production, with some vegetable and grain growing.

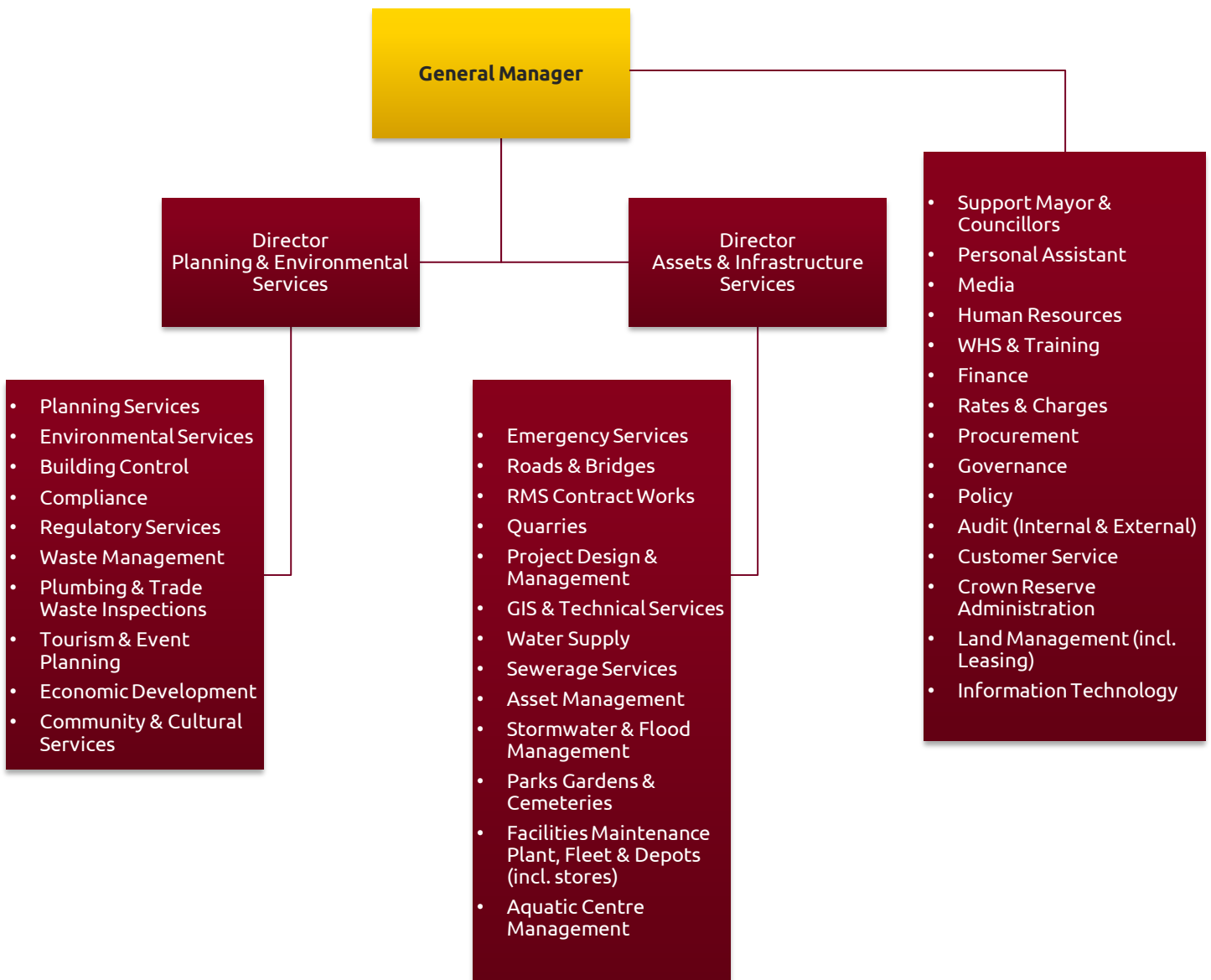


## Links to Council Information



The elected Council is made up of 9 Councillors.

# Organisational Structure







- Respect and **respond** to community needs.
- Improve the quality of our services.
- Be **open** and **accessible**.
- Act with **honesty** and **integrity**.
- **Value** people's contribution.
- Support the culture of **teamwork**, **cooperation** and **safety**.



### **Housing**

The cost of housing in the Kyogle Region is affordable with the median housing price of approx. \$470,000. Rental prices average \$450 per week.



### **Educational Facilities**

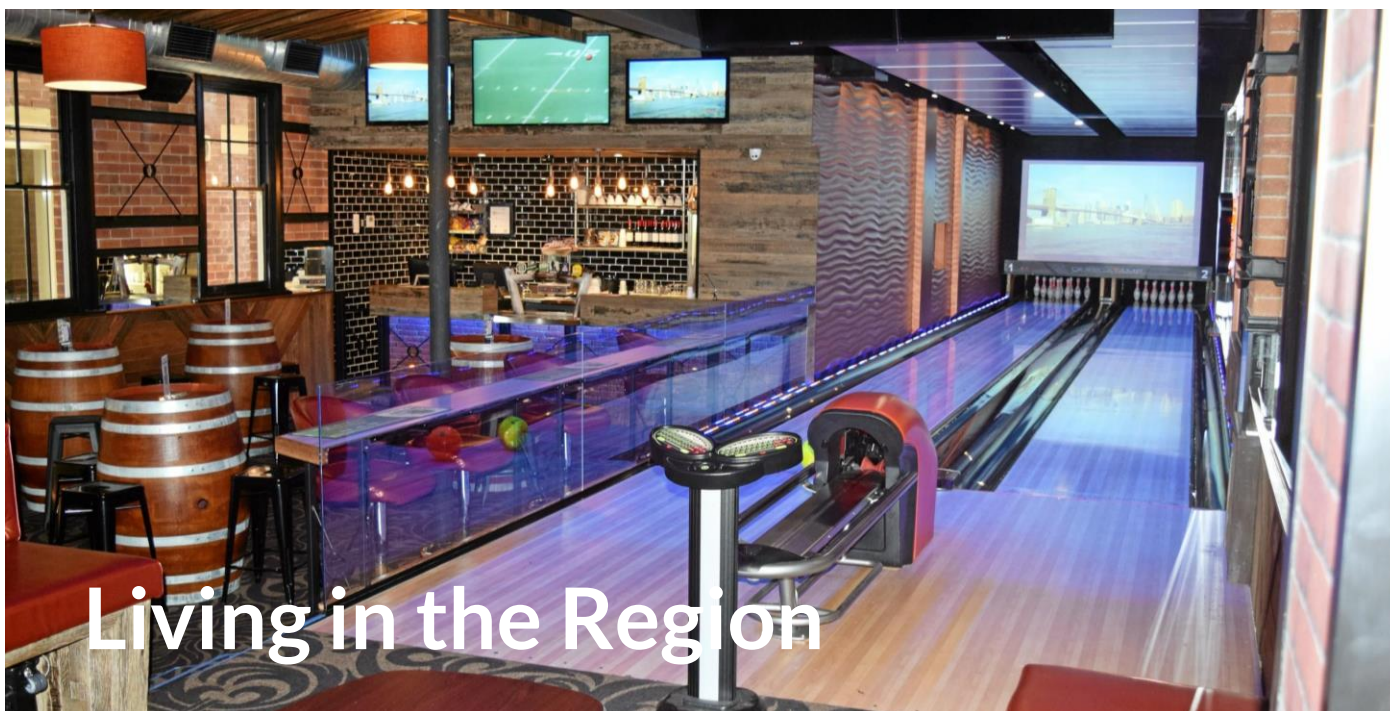
There are several schooling options in the Kyogle Region, with three secondary schools and 14 public primary schools. Private school options are also available in Kyogle. The Northern Rivers University Centre for Rural Health and the Southern Cross University are located a short drive away in Lismore.



### **Healthcare**

There are excellent medical centres and two local hospitals; Kyogle and Bonalbo Hospitals that service the residents of the Kyogle Council region.





### Recreation

Kyogle has easy access to the Border Ranges National Park, which has amazing lookouts, walking trails and picnic areas. If you love the beach, it's about a 1 hour and 20-minute drive. The Woodenbong Seasonal "Yowie Country" Market is held on the last Saturday of the month at the end of each season (Feb, May, Aug and November).



### Sports & Leisure

Kyogle has a range of quality sporting facilities for swimming, cycling, and golf. There is a swimming pool in Kyogle, the Roxy Art Gallery, a Community Centre, a Library, and plenty of playgrounds, including a skatepark. The Commercial Hotel has a great bowling alley as well.



### Getting Around

The region is serviced by a public service bus system. The main Sydney to Brisbane railway passes through Kyogle with two commuter services daily. The Lismore Airport is a short 40-minute drive from Kyogle.





# Visit Kyogle





# Recruitment Process



## How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



## Selection Criteria

- Demonstrated experience working in a finance department and experience in accounting procedures or relevant tertiary qualifications that aligns with the role.
- Demonstrated experience with data entry and computer skills.
- Excellent communications skills and the ability to deliver best-practice customer services.
- Demonstrated time management skills and the ability to meet deadlines.
- Qualifications in Accounting, Finance, Business, Economics, Commerce or other relevant disciplines, which may be acquired through a Cert III level course or relevant experience, with a demonstrated commitment to ongoing professional development.



## Applications Open

- Week Commencing  
Monday 13 March 2023



## Closing Date of Applications

- 5pm Friday 14 April 2023



## Initial Assessment

- Week Commencing 17 April 2023



## Council Interviews

- TBC

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



# Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.





# Katharine Ottaway

## Talent Consultant



Katharine is an experienced and resourceful senior recruitment consultant having worked across both the private and public sectors across Australia.

Her experience across labour hire, internal and external recruiting and job networking, has enabled Katharine to build strong relationships with stakeholders, implement new strategies and processes and deliver projects on time.

Katharine's professionalism and fairness, along with her commitment, energy and perseverance are what makes her an excellent recruiter.

### CONTACT

☎ 0413 578 215

✉ [katharine.ottaway@leadingroles.com.au](mailto:katharine.ottaway@leadingroles.com.au)





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ATTACHMENT

# Position Description



## Position Description

POSITION TITLE:	<b>Finance Officer</b>
DEPARTMENT:	General Manager's Department
REPORTS TO:	Finance Manager
LOCATION:	Administration Centre
SALARY SYSTEM GRADE:	Grade 6 – 8
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	35 hours per week (9 day fortnight)

### Our Mission

To meet the challenges of our unique and diverse region

### Purpose of Position

The Assistant Finance Officer is responsible for providing efficient and effective finance/accounting support to the organisation and assist with the development, control and management of Council's management and financial accounting functions.

### Award Provisions

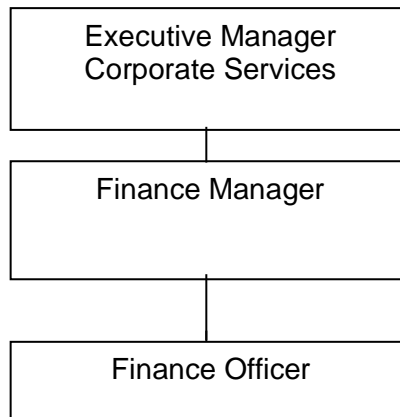
Award:	Local Government (State) Award 2020
Award Grade:	Band 3 Level 1 to Level 2



## Organisational Relationships

WITHIN DEPARTMENT:	Finance Manager, Revenue Coordinator, Revenue Officer, Finance Officer Creditors
WITHIN COUNCIL	Operational Staff Professional Staff Contractors
EXTERNAL TO COUNCIL (e.g. community, business & other government)	Government Departments Residents Consultants

## Organisational Chart



## Schedule of Duties

- Assist maintaining the completeness, accuracy, reconciliation, reliability and integrity of Councils financial ledgers.
- Assist in delivering Council's cash management, treasury and banking functions and maintenance of cash reserves.
- Assist the preparation and timely lodgement of all statutory returns, reports and reconciliations.
- Assist in the preparation of Council's Annual Budget.
- Provide support in the financial performance reporting for Council including monthly management reporting, capital works, and other reports as requested.
- Process general ledger journals ensuring full documentation, accuracy and authorisation is adhered to, in accordance with standard accounting policy and procedures.
- Assist with the maintenance and data integrity of the asset register in Council's financial management system for all purchases, sales, transfer and disposal of assets.
- Undertake research and analysis on special projects as appropriate and as directed.
- Process invoices on a daily basis including the verification of costings to ensure correct job allocations, certification for payment by authorised officer and management of unmatched invoices.
- Reconcile creditors reports trial balance and transactions prior to each cheque run.
- Provide courteous and professional customer service.
- Provide advice on system and workflow problems and analyse and recommend actions for improvement / solutions.
- Provide support to other areas within the Finance Unit including Accounts Payable, Accounts Receivable, Taxation and Rates.
- Assist as required with internal and external audit engagements.
- Undertake other related duties as required.



## ***Essential and Desirable Criteria***

### **Essential:**

- Qualifications in Accounting, Finance, Business, Economics, Commerce or other relevant discipline, which may be acquired through a Cert III level course **or** relevant experience, with a demonstrated commitment to ongoing professional development.
- Demonstrated experience in accounting procedures.
- Data entry and computer skills.
- Good communication skills (oral and written)
- Time management skills
- Proficiency in information and communication systems
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Occupational Health and Safety and an ability to apply them to the work practices.

### **Desirable:**

- Experience in local government.
- Experience in rating and property legislation
- Formal Accounting qualifications
- Experience in the utilisation of Authority computer system.

## ***Verification of Qualifications***

### **Guidelines:**

- All original certificates must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## ***Working with Children Check***





The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

## Role Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

**This position is a ‘career-graded’ position which means professionals at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.**

Table 1 outlines the full list of capabilities and the levels of competency required to be appointed at each Grade under this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Table 1: Role requirements by Grade				
Role Capabilities		Grade 6	Grade 7	Grade 8
 <b>Personal attributes</b>	Manage Self	Foundational	Intermediate	Adept
	Display Resilience	Foundational	Intermediate	Adept
	<b>Act with Integrity</b>	Intermediate	Adept	Advanced
	Demonstrate Accountability	Foundational	Intermediate	Adept
 <b>Relationships</b>	Communicate and Engage	Foundational	Intermediate	Adept
	Community and Customer Focus	Foundational	Intermediate	Adept
	<b>Work Collaboratively</b>	<b>Intermediate</b>	<b>Adept</b>	<b>Advanced</b>
	Influence and Negotiate	Intermediate	Intermediate	Adept
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Intermediate</b>	<b>Adept</b>	<b>Advanced</b>
	Think and Solve Problems	Foundational	Intermediate	Adept
	Create and Innovate	Foundational	Foundational	Intermediate
	Deliver Results	Foundational	Intermediate	Adept
 <b>Resources</b>	<b>Finance</b>	<b>Intermediate</b>	<b>Adept</b>	<b>Advanced</b>
	Assets and Tools	Foundational	Intermediate	Adept
	Technology and Information	Foundational	Intermediate	Adept
	Procurement and Contracts	Foundational	Intermediate	Adept



## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Table 2.

**Table 2: Focus Capabilities**

Group and Capability	Grade	Level	Behavioural Indicators
<b>Personal Attributes</b> <b>ACT WITH INTEGRITY</b> Be honest, ethical and professional, and prepared to speak up for what is right	6	Intermediate	<ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> <li>• Is open, honest and consistent in words and behaviour</li> <li>• Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>• Helps others to understand their obligations to follow the code of conduct, legislation and policies</li> <li>• Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest</li> </ul>
	7	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
	8	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Relationships</b> <b>WORK COLLABORATIVELY</b> Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity	6	Intermediate	<ul style="list-style-type: none"> <li>• Focuses on key points and communicates in plain English</li> <li>• Clearly explains and presents ideas and technical information</li> <li>• Monitors own and others non-verbal cues and adapts where necessary</li> <li>• Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>• Shows sensitivity in adapting communication content and style to diverse audiences</li> </ul>

Table 2: Focus Capabilities			
Group and Capability	Grade	Level	Behavioural Indicators
	7	Adept	<ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>
	8	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b> <b>PLAN AND PRIORITISE</b> Plan and organise work in line with organisational goals, and adjust to changing priorities	6	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>
	7	Adept	<ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
	8	Advanced	<ul style="list-style-type: none"> <li>• Ensures business plans and priorities are in line with organisational objectives</li> <li>• Uses historical context to inform business plans and mitigate risks</li> <li>• Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>• Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>• Implements systems for monitoring and evaluating effective program and project management</li> </ul>
<b>Resources</b> <b>FINANCE</b> Be a responsible custodian of council funds and apply processes in line with legislation and policy	6	Intermediate	<ul style="list-style-type: none"> <li>• Presents basic financial information clearly and in an appropriate format</li> <li>• Uses funds and records financial transactions in line with financial audit and reporting obligations</li> <li>• Makes expenditure decisions within budget limits</li> <li>• Uses financial and other resources responsibly and helps others understand their obligations to do so</li> </ul>



**Table 2: Focus Capabilities**

Group and Capability	Grade	Level	Behavioural Indicators
	7	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> </ul>
	8	Advanced	<ul style="list-style-type: none"> <li>• Ensures the design/delivery of services is within budget</li> <li>• Explains the organisation's financial drivers to others in plain language</li> <li>• Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services</li> <li>• Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>• Seeks and applies specialist financial advice to inform decisions</li> </ul>

## Role Specific Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements relevant to each Grade, and demonstrating competency in the core capabilities described under the Local Government Capability Framework relevant to each Level.

**Table 3: Role skills**

Level	Skill required
1 (Grade 6 Step 1)	<ul style="list-style-type: none"> <li>• Mail Distribution Systems (including electronic)</li> <li>• Word Processing/Typing</li> <li>• Telephone Usage</li> <li>• Intermediate Level Financial Accounting</li> <li>• Filing</li> <li>• Equal Employment Opportunity</li> <li>• Work Health and Safety Program (e.g. wellness program)</li> </ul>
2 (Grade 6 Step 2)	<ul style="list-style-type: none"> <li>• PC Applications Software (e.g. all Microsoft applications, corporate software)</li> <li>• Office/Mobile Data Equipment (photocopier, facsimile, printer printers, tablets etc)</li> <li>• Corporate Record Management (e.g. following corporate procedures)</li> <li>• Purchasing and Procurement (Basic)</li> <li>• Accounts Payable/Receivable (Basic)</li> </ul>
3 (Grade 6 Step 2)	<ul style="list-style-type: none"> <li>• Qualification in Accounting, Finance, Business, Economics, Commerce or other relevant discipline, at a minimum of Cert III level course.</li> <li>• Stores Stock Control</li> <li>• Audit (Basic)</li> <li>• Tax (including GST, FBT)</li> <li>• Data Entry</li> <li>• Stocktaking Procedures</li> <li>• Accounts Payable/Receivable (Solid Working)</li> <li>• Cash Handling</li> <li>• Reconciliations (Basic)</li> </ul>
4 (Grade 7 Step 3)	<ul style="list-style-type: none"> <li>• Risk Management (Solid Working)</li> <li>• Mediation/alternative dispute resolution</li> <li>• Contract Law</li> <li>• Budget Administration (Basic)</li> <li>• Statistical Analysis (Basic)</li> <li>• Local Government Legislation</li> </ul>



**Table 3: Role skills**

Level	Skill required
<b>5</b> <b>(Grade 7</b> <b>Step 4)</b>	<ul style="list-style-type: none"><li>• Qualification in Accounting, Finance, Business, Economics, Commerce or other relevant discipline, at a minimum of Cert IV or Diploma level course.</li><li>• Data Interpretation</li><li>• Public Relations Policies and Strategies</li><li>• Public Relations Administration</li><li>• Reconciliations (Solid Working)</li><li>• Administrative Legislation</li><li>• Property Valuation and Principles</li><li>• Land Titles</li></ul>
<b>6</b> <b>(Grade 8</b> <b>Step 3)</b>	<ul style="list-style-type: none"><li>• Performance Management</li><li>• Stocktaking Procedures</li><li>• Audit (Solid Working)</li><li>• Cost Accounting</li><li>• Accounts Payable/Receivable (Solid Working)</li><li>• Purchasing and Procurement (Solid Working)</li><li>• Capital Project Accounting</li><li>• Cost/Benefit Analysis</li><li>• Payroll</li></ul>
<b>7</b> <b>Grade 8</b> <b>Step 4)</b>	<ul style="list-style-type: none"><li>• Tertiary qualifications in Accounting, Business, Finance, Economics or Commerce or other relevant field and eligible for membership to a recognised professional accounting institution.</li><li>• Budget Administration (Solid Working)</li><li>• Council Report Writing</li><li>• Statistical Analysis (Solid Working)</li><li>• Asset Management Systems</li><li>• Financial Planning/Analysis</li><li>• Tax (including GST, FBT)</li><li>• Reconciliations (Comprehensive)</li><li>• Financial Legislation</li></ul>

### Acceptance of Position Description

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as on

\_\_\_\_\_ (date)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_