



## TEMPORARY CONTRACT – FINANCE OFFICER

The Shire of Mingenew is seeking an experienced Finance Officer to assist with key projects and provide support to our Finance Manager for the remainder of the 2018-19 Financial Year. The role will assist with a broad range of general finance activities, but will be focused on a number of key projects centred around improving the Shire's utilisation of the Synergy Soft platform, strengthening of the Shire's procedure manual and financial compliance environment, and ensuring that statutory requirements are up to date.

The ideal candidate will be a skilled user of IT Vision's Synergy Soft platform and have broad experience in Local Government finance. They will be a strong communicator, capable of up-skilling more junior members of the Finance team, and have a diligent work ethic and keen eye for detail.

The position is a full-time contract role until 30 June 2019. The role will commence once the chosen candidate is able to do so, ideally in late January or early February 2019.

Remuneration will be paid according to the Local Government Industry Award 2010. The position is classified as Level 5 under the Award and remuneration will be negotiable from \$1,900.00 per fortnight based upon skills and experience. The successful candidate will also receive furnished accommodation in Mingenew and up to 14.5% superannuation.

Located in Wildflower Country, in WA's beautiful Mid West, the Shire of Mingenew offers a relaxing and safe rural lifestyle within easy reach of the regional city of Geraldton and the coast. A welcoming place with a strong sense of community, Mingenew boasts great amenities – including numerous sporting clubs, community groups, services and a well-earned feeling of local pride.

Applications for this role close at 5pm on Friday 25 January 2019, but promising applicants may be interviewed prior to this closing date.

Apply through the Seek portal (<https://www.seek.com.au/job/38036241>) by providing a copy of your CV and cover letter addressing the role's selection criteria. Selection criteria can be found in the Position Description available from <https://mingenew.wa.gov.au/careers/>.

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### TO APPLY:

**Please visit:**

<https://www.seek.com.au/job/38036241>

A copy of the Position Description with Selection Criteria is available at <https://mingenew.wa.gov.au/careers/>.

### For further information:

Contact Jeremy Clapham, Finance Manager on (08) 9928 1102 or [financemanager@mingenew.wa.gov.au](mailto:financemanager@mingenew.wa.gov.au)

**Applications Close:** 5pm on Friday 25 January 2019