



## EXTERNAL VACANCY FINANCE SUPPORT OFFICER CORPORATE AND COMMUNITY SERVICES (MAX TERM – 6 MONTHS)

Level 2

Queensland Local Government Industry (Stream A) Award – State 2017  
Salary \$68,108.00- \$72,516.00 per annum  
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for a **Finance Support Officer** to join our Corporate and Community Services team. The Finance Support Officer works under the general supervision of the Manager, Finance and Information Technology and supports the department's function in the daily operation of the Finance, Customer Service, Accounts Payable and Revenue sections within the scope of Council's policies and procedures.

### The successful applicant will have:

- A team approach and the ability to effectively operate in a multi-skilled unit where multi-tasking is often required is essential;
- Self-motivated with strong time management, problem solving and decision making abilities;
- A high level of negotiation skills is essential;
- A high level of confidentiality and ability to exercise discretion in a professional manner is essential;
- Well-developed interpersonal communication skills;
- Well-developed professional level customer service skills;
- Ability & willingness to gain knowledge and skills through on-the-job training;
- Sound computing knowledge including Microsoft Suite of programs and ability to learn PCS Software is essential.
- Must be able to maintain professional standards in a fast paced work environment with multiple and competing priorities.
- A high level of customer service skills;
- An understanding of Local Government and the Local Government rating procedures and related sections of the Local Government Act 2009 would be advantageous;
- Experience with Local Government payroll processing is a distinct advantage;
- Experience in debtor and creditor processing is a distinct advantage;
- Experience in accounts receivable and/ or accounts payable would be viewed favourably;
- Currently undertaking relevant qualifications desirable;
- Current "C" class Driver's Licence;
- Must be willing to obtain a Categorisation Officers card within probationary period.

**You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.**

**Applicants will be required to undertake and pass a pre-employment medical.**

### The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); minimum 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

### Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

**Applications Close 5:00pm Wednesday 07 December 2022.**

**Dale Dickson  
Interim Chief Executive Officer**

**PO Box 815 MOUNT ISA QLD 4825  
Website: [www.mountisa.qld.gov.au](http://www.mountisa.qld.gov.au)**

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

**Applicants must be eligible to live and work within Australia**



## Mount Isa City Council

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