



*Tatiara*  
*the good country*

# **INFORMATION PACK**

**CREDITORS OFFICER  
(SHARED POSITION)**

## **Vision, Mission & Values**

### **Vision**

*“Shaping a sustainable future by realising the potential of our people and region”*

### **Mission**

*“To make the Tatiara a better and safer place in which to live, work and visit”*

### **Values**

- We value rigorous debate conducted by well informed Council Members.
- We facilitate socially and environmentally responsible development.
- We will display leadership and reflect community aspirations.
- We believe in transparency and accountability.
- We value respect and loyalty.

## **About the position**

### **CREDITORS OFFICER**

#### **About the Tatiara District Council**

Tatiara District Council is committed to delivering our vision of shaping a sustainable future by realising the potential of our people and region.

Located in the upper Southeast of South Australia, the ‘Tatiara’ includes the townships of Bordertown, Keith, Mundulla, Wolseley and Padthaway. The Council has a population of 6,600, an area of 6,476 square kms, an annual expenditure budget of approximately \$13.5 million and 1,900 kms of roads. The position is based at Bordertown, located 270km from Adelaide and 450km from Melbourne, and is well serviced with 4 doctors, a hospital, a primary and high school and excellent sporting facilities.

#### **About the Opportunity**

An exciting opportunity has become available to join our team working and be part of a progressive, community-minded, service orientated organisation that is proud of the role it plays in people's lives. As a member of our Corporate Services team, you will find a flexible work environment, positive challenges, great variety in your daily work and an opportunity to develop your career.

The position is classified as Municipal Employee Level 2 under the Local Government Employees Award and per Council’s ASU Enterprise Bargaining Agreement. The successful applicant will be responsible to Council’s Finance Manager.

The successful applicant should meet the following requirements:

#### *Essential*

- A certificate or working knowledge of creditor applications and/or financial management systems.
- Demonstrated experience in an environment where attention to detail and accuracy of data entry is paramount.
- Proven well developed interpersonal, written and verbal communication skills, including the ability to build effective working relationships with people at all levels of the organisation.
- Sound decision making skills, including a pragmatic approach to problem solving and managing conflicting priorities.
- Ability to work under pressure whilst maintaining confidentiality and sensitivity with council information.
- Proficiency and knowledge of operations of Microsoft Office software.
- Experience and knowledge in the provision of Customer Service, internal and external.
- Current Class C Driver's licence.

#### Desirable

- Working knowledge of financial management systems and financial integrity principles, particularly in relation to financial auditing and decision making processes in Local Government.
- Local Government experience.
- General understanding of the provisions of the Local Government Act 1999 and other relevant legislation and working knowledge of Local Government terminology and protocol.

#### **Position Benefits**

The position will be located at Council's Bordertown Office at 43 Woolshed Street, Bordertown SA, 5268. The benefits of include:

- Family friendly flexible working environment
- Salary sacrificing opportunities
- Access to the LGA's Healthy Lifestyle Program
- Income protection benefits
- Council's Employee Assistance Program
- Training and Personal Development Opportunities

#### **Hours of Work**

The position is 32 hours per fortnight with a week day schedule of Monday and Tuesday and some out of hours work may be required.

#### **How to apply**

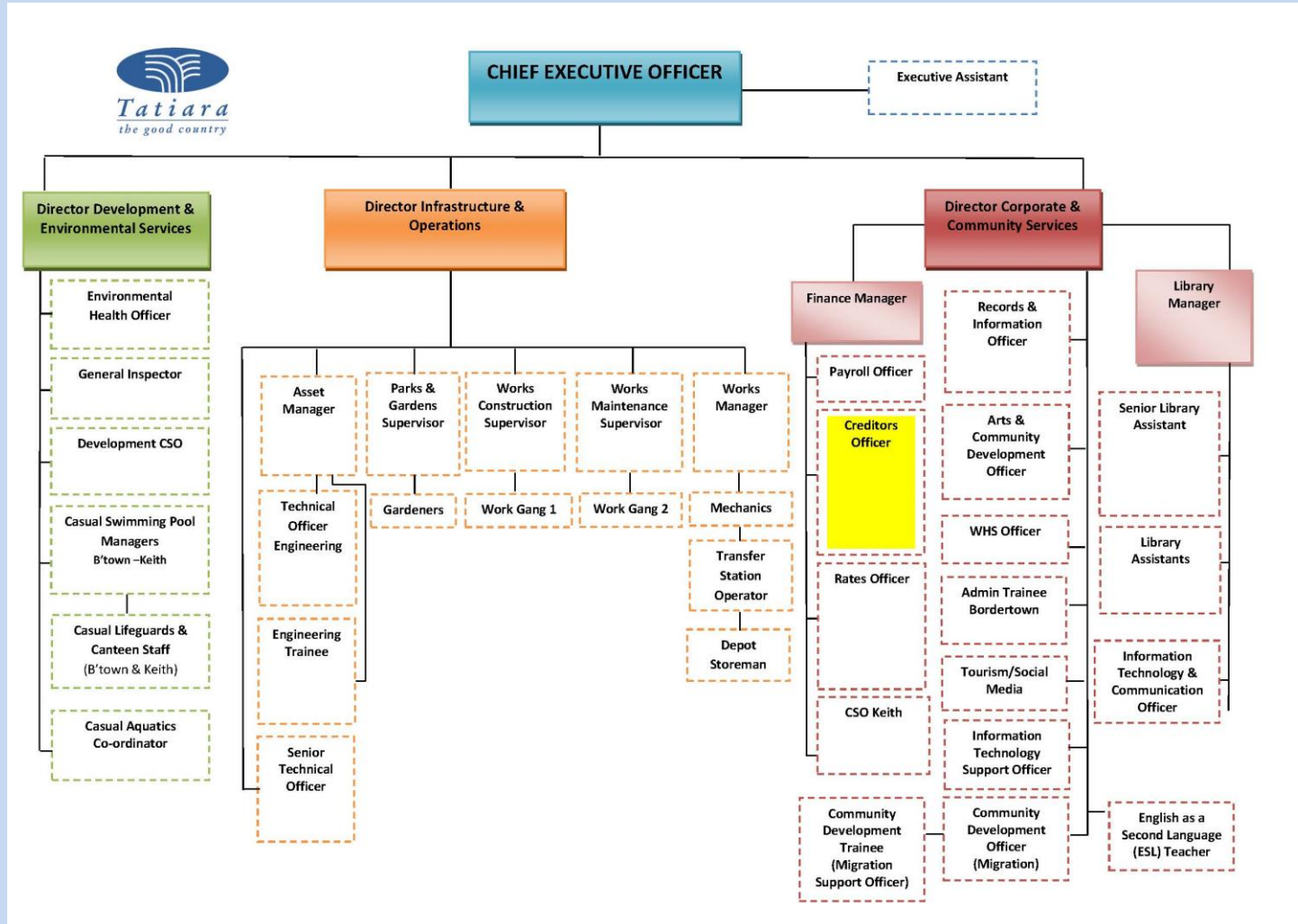
A job description for the position can be obtained by contacting the Council office on 8752 1044 or on our website [www.tatiara.sa.gov.au](http://www.tatiara.sa.gov.au). Applicants should formally apply in writing, clearly identifying which position they are applying for, and listing details of relevant work experience, addressing the key criteria in the job description, address, telephone number, names and contacts for two (2) referees. Applications will be

received at the District Office, 43 Woolshed Street, (PO Box 346) Bordertown 5268 up until **5.00 pm on Friday 27 November 2020.**

Further information or queries should be addressed to the Director of Corporate & Community Services, Kingsley Green or the Finance Manager, Judi Molineux on (08) 8752 1044 or email [kingsleygreen@tatiara.sa.gov.au](mailto:kingsleygreen@tatiara.sa.gov.au) or [judimolineux@tatiara.sa.gov.au](mailto:judimolineux@tatiara.sa.gov.au)

Council is an equal opportunity employer and promotes a smoke free work environment.

# Organisational Chart



# Council Boundaries

