

**Shire OF
Wiluna**



EMPLOYMENT OPPORTUNITY Works Administration Officer

The Shire of Wiluna is seeking a suitably experienced person to fill the role of Works Administration Officer.

This position will fall within the Works and Technical Services team providing purchasing and administration support.

Pay rates will be negotiable and commensurate upon level of experience for the right applicants. Included in the package housing will be offered, as well as incentives for regional flights from Wiluna, gym and facility access as well as a utility allowance in line with Council adopted policies.

Information pertaining to the position description can be obtained through the Shire's website www.wiluna.wa.gov.au/employment or alternatively by emailing ceo@wiluna.wa.gov.au or calling (08) 9981 8000.

Applications can be emailed to ceo@wiluna.wa.gov.au close 5.00pm Thursday 17 September 2020 and should be addressed to:

Laura Dwyer
Chief Executive Officer
Shire of Wiluna
PO Box 38
Wiluna WA 6646

Applicants are encouraged to include a covering letter and address the sections of the position description relating to Key Duties and Skills & Knowledge.

The Shire of Wiluna is an equal opportunity employer and encourages applicants from all backgrounds to apply.

POSITION DESCRIPTION- Works Administration Officer, September 2020

Position Title: Works Administration Officer	Department: Works & Technical Services
Supervision Responsibilities: Nil	Reports To: Manager Works & Technical Services
Responsible for providing administration support to Works & Technical Services Department in areas of purchasing, asset management, record keeping and expenditure reporting.	



Key Duties	<ol style="list-style-type: none"> 1. Display a strong customer service focus, work in and contribute to a team environment with minimal or no supervision; 2. Complete all tasks with accurate outcomes. Ensure all financial records are maintained and registered in electronic records keeping systems; 3. Complete purchasing requirements are per the Shire's purchasing policies and procedures, as well as preparation of requests for quotations for procuring goods and services; 4. Maintain list of future purchases, ensuring related quotes are up to date ready for budget preparation and grant applications; 5. Compilation of financial statistics, analysis and reporting (including Council Reports) as required. Liaise with and provide assistance to Corporate Services Department as required; 6. Maintain the Shire's Asset and Plant Registers including property condition reporting; 7. Reconcile and analyse key data as required, facilitate budget amendments i.e. journaling and re-profiling requests; 8. Adhere to all <i>Shire of Wiluna</i> policies and procedures, and ensure personal safety at work and that of others; 9. Other accountabilities and responsibilities as directed by the <i>Chief Executive Officer, Manager of Works & Technical Services and Building Maintenance Officer.</i>
Key Performance Indicators	<ol style="list-style-type: none"> 1. Ensure 100% accuracy with monthly reconciliations; 2. Facilitate purchases including quotes, raising purchase order as per Purchasing Policy and procedures; 3. Manage compliance requirements for Credit Cards including weekly reconciliation and lodgement within time frame; 4. Manage end of month procedures for invoicing, goods receipting, outstanding purchase orders to ensure invoices are released for payment within required time frames and monitor balances on COA's in relation to invoices; 5. Current record keeping of Asset and Plant Registers as well as property condition reporting.
Skills & Knowledge	<ol style="list-style-type: none"> 1. Tertiary qualifications relevant to Accounting or a similar discipline and/or extensive relevant experience with excellent planning and organisational skills. High level written, verbal communication and interpersonal skills; 2. Advanced computer skills and knowledge of Microsoft Office suite and Financial Accounting Software;

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	<ul style="list-style-type: none"> 3. Knowledge of Local Government procedures and practice; 4. Experience preferred in asset management keeping practices; 5. Current WA "C" Class driver's licence; Current satisfactory National Police Clearance.
<p><i>One proud, inclusive sustainable community welcoming growth and opportunities</i></p>	
Cultural Values	<p><i>Respect:</i> Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.</p> <p><i>Openness:</i> Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.</p> <p><i>Leadership:</i> Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.</p> <p><i>Excellence:</i> Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our stakeholders. Actively support a team environment.</p>

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision-making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Name

Employee
Signature

Date

(please print)
