



POSITION VACANT 12 MONTHS MATERNITY RELIEF FINANCE/ADMIN OFFICER

- FANTASTIC OPPORTUNITY TO WORK WITHIN A TEAM ENVIRONMENT

Etheridge Shire Council is currently seeking a dedicated, motivated and enthusiastic Finance/Administration Officer to join our team of experienced finance professionals based at Councils' Corporate Office located at Georgetown.

The Finance/Administration Officer will provide support to the administration/finance department and undertake all functions pertaining to general administration, creditors, records and other finance and administrations functions as directed.

The Finance/Administration officer will ensure that all work is carried out in accordance with current legislation, current policies, current procedures and work instructions and furthermore to contribute to the efficient and effective financial management and performance of Council and to maintain and foster a team spirit amongst those in the working environment.

Etheridge Shire Council is dedicated to providing high quality customer service to its external and internal customers, but we also value our staff and the important role that they play.

The successful applicant must be able to fulfil or demonstrate how they can meet the key requirements and accountabilities as detailed within the position description.

Applications can be posted, delivered to the Administration Office, faxed or emailed to:

Position Vacant – 12 Months Maternity Relief - Finance/Admin Officer
The Chief Executive Officer
Etheridge Shire Council
PO Box 12
GEORGETOWN QLD 4871

Fax: 07 4062 1285

Email: info@etheridge.qld.gov.au

Further information can be obtained by contacting Council's HR/Payroll Officer Jodi Kernan on Ph: 07 40799090 or email info@etheridge.qld.gov.au or Councils website www.etheridge.qld.gov.au

Applications close at 4 pm Wednesday 31st July 2024

Ken Timms PSM
CHIEF EXECUTIVE OFFICER