



SELECTION CRITERIA

Position Title	Senior Finance Officer
Reporting To	Senior Manager – Corporate & Finance Services

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Accounting Degree with a minimum of 3 years' experience.
- Demonstrated experience with complex accounting transactions.
- High level of competency in understanding of financial ledgers and reconciliations.
- Experience in managing and understanding complex financial contracts.
- Demonstrated knowledge and skills in a variety of computer software applications and a range of office equipment.
- Knowledge and commitment to principles and practices of WH&S and EEO and how they apply in the workplace.
- Current Drivers Licence.

Desirable

- Aboriginality*
- Experience in a Financial Management role and managing staff.

PERSONAL QUALITIES AND ATTRIBUTES

- Thrives in a high demand role whilst demonstrating initiative and an ability to problem solve.
- Excellent communication skills and the ability to exercise these skills in a team environment.
- Effective time management skills and ability to work to strict deadlines.
- Demonstrates flexibility and initiative in the workplace.