



# HOW TO APPLY FOR ADVERTISED VACANCIES AT RAATSICC

**Applications must contain:**

## 1. Job Application Cover Sheet

**Must** be attached to your application

## 2. Cover Letter

Your letter of application must:

- Outline your skills and tell RAATSICC why you would be suitable for the advertised vacancy.
- Say why you believe you would be good for the job, especially pointing out your qualities you have for this job.
- Encourage us to seek more details from your résumé.

In closing, mention that you have attached your résumé and any other relevant material, and that you would appreciate an interview to further discuss your suitability.

**TIP- When preparing your letter:**

- ***if a closing date is given in the job advertisement, allow for delays in the mail when posting your application***
- ***ensure your application letter is proof read before sending.***

## 3. Resume

A résumé, often referred to as a CV, is a summary (or snapshot) of what you have achieved and who you are. It is a very important part of your job application, as it contains a brief outline of your personal details, employment history, education, skills and interests. RAATSICC would like to see the following information contained in your resume:

• Contact details	• Education and Qualifications
• Other skills	• Work history
• Activities and Interests	• Referees

## 4. Selection criteria

RAATSICC requires all applicants to address specific selection criteria when applying for a job here. Your ability to address the selection criteria will assist RAATSICC to short-list applicants for interviews. Each applicant is scored on how closely they meet each criteria and is then ranked accordingly.

When answering the selection criteria:

- Each individual criteria statement should be 2-3 paragraphs but no more than 1 page each
- Your responses must specifically outline examples of your work experience
- Ensure your responses are written clearly and briefly
- Re-read your responses and ensure that it has addressed the selection criteria

**TIP- You must address each of the selection criteria specifically outlining examples of your work experience. Your resume can help you to focus on your experiences.**



## **What RAATSICC will look for**

Cape York/Gulf RAATSICC looks for individuals that will fit into our organisation to assist us in performing well and to successfully achieve program outcomes for the betterment of our children, youth and families of the North Qld region. RAATSICC will be more interested in you having the right attitude and demonstrating what you have done with your talents than hearing about the talents you possess.

We are very interested in personal qualities and we assume that by applying for any RAATSICC positions, you would possess the necessary skills that is required for the job. A good attitude and behaviour to work could be the deciding factor for successful employment.

RAATSICC seeks the following attitudes in an employee:

- enthusiasm
- initiative
- honesty and openness
- reliability
- adaptability
- commitment
- determination
- maturity
- cooperation
- persistence

### **REMEMBER:**

***Your application, your cover letter, your responses to the Selection Criteria, your presentation must convince RAATSICC to give you an interview. It is the best way in selling yourself as a potential employee. It should be positive, confident and show your keenness for the advertised job.***

RAATSICC would like to thank you in advance for your interest in this position and wish you well in your application – Good Luck 😊





**Cape York / Gulf Remote Area Aboriginal & Torres Strait Islander Child Care (RAATSICC) Advisory Association Inc.**  
124 Spence Street  
PO Box 6242 MC  
CAIRNS QLD 4870  
Ph: 07 40 300 900 Fax: 07 4041 5082  
Web: [www.raatsicc.org.au](http://www.raatsicc.org.au) Email: [info@raatsicc.org.au](mailto:info@raatsicc.org.au)

## APPLICATION COVER SHEET

Position Applied for: .....

Please specify preferred base location if position offers this option: .....

Mr/Mrs/Ms/Miss/Other

Given Names: .....

Family Name: .....

Preferred Name: .....

Postal Address:

Telephone:

.....

Home: .....

.....

Work: .....

.....

Mobile: .....

.....

Fax: .....

.....

Email: .....

.....

Preferred method of contact

.....

**THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION**

Address all correspondence marked 'Private & Confidential' to:

Finance Manager  
Cape York / Gulf RAATSICC Advisory Association Inc  
PO Box 6242  
CAIRNS QLD 4870

Phone: (07) 4030 0900  
Fax: (07) 4041 5082  
Email: [flaicmanager@raatsicc.org.au](mailto:flaicmanager@raatsicc.org.au)



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## GENERAL CONDITIONS OF EMPLOYMENT

**Position:** Finance Officer  
**Level:** 4.1 – Qld Community Services & Crisis Assistance Award  
**Hours:** 22.8 hours per week (3 days – will be discussed with successful applicant)  
**Total Salary:** \$46,221.06

Base Salary - \$39,195.94

4 Weeks Annual Leave - \$ 3,015.07

9.50% Super contribution - \$ 4,010.05

Salary Sacrifice Available, negotiated amount is deducted out of your base salary

**Location:** Cairns  
**Supervisor:** Finance, Logistics And Internal Controls (FLAIC) Manager

### APPLICATIONS:

Addressed and marked "Private & Confidential" to:

The Finance Manager  
Cape York/Gulf RAATSICC Advisory Association Inc.  
PO Box 6242  
CAIRNS QLD 4870

**OR**

Email to: [flaicmanager@raatsicc.org.au](mailto:flaicmanager@raatsicc.org.au)  
Subject heading: Finance Manager - Private & Confidential





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Email: [info@raatsicc.org.au](mailto:info@raatsicc.org.au)

## POSITION DESCRIPTION

<b>TITLE</b>	Finance Officer
<b>UNIT</b>	Finance, Logistics And Internal Controls (FLAIC)
<b>CLASSIFICATION</b>	4.1
<b>REPORTS TO</b>	FLAIC Manager

### RAATSICC MISSION

As the peak advisory body and service provider on Aboriginal and Torres Strait Islander children and family matters in Far North Queensland communities, Cape York/gulf RAATSICC members, Management Committee and staff will work collaboratively to find ways to improve the care of, and provision of the highest standard of services to:

- Strengthen our families to maintain our way and culture
- Nurture our children as they are our future
- Develop our youth as they are our upcoming generation of leaders

### POSITION PURPOSE

This position is critical to the effective and efficient delivery of RAATSICC programs. The Finance Officer's role is to assist the FLAIC Manager in the sound financial management of the organisation.

### PERFORMANCE REQUIREMENTS

<b>Service Delivery</b>	<p>As the Finance Officer your main responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• All aspects of using MYOB AccountRight is a MUST</li> <li>• Understanding of GST</li> <li>• Facilitate and organise travel, accommodation and necessary documentation</li> <li>• Prepare and reconcile bank statements</li> <li>• Establish and maintain supplier accounts</li> <li>• Process supplier invoices</li> <li>• Maintain the purchase order system</li> <li>• Ensure data is entered into the computerised accounting system on a daily basis</li> <li>• Assist the Senior Finance Manager with the annual audit</li> <li>• Maintain and file financial records</li> <li>• Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all expenditure and income</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Submit all timesheets and leave forms correctly</li> <li>• Participate in all types of supervision as part of self-care and confidence in your role</li> <li>• Participate in training (as identified) to increase and build upon skills, knowledge and experience</li> <li>• In conjunction with the Senior Finance Manager, establish goals/objectives and outcomes for your own work</li> <li>• Attend all staff meetings</li> </ul>
<b>Documentation /Quality</b>	<ul style="list-style-type: none"> <li>• Comply with RAATSICC's policy and procedures</li> </ul>

<b>Systems Management</b>	<ul style="list-style-type: none"> <li>Record and file all relevant correspondence appropriately, as per RAATSICC Policies and Procedures</li> <li>Act and maintain professional and ethical work practices</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Have sound knowledge of RAATSICC's procedural and operational methods</li> <li>Adhere to safe work practices at all times</li> <li>Implement systems to ensure a safe workplace for all clients and members of the public</li> <li>Report incidents and hazards immediately, in line with RAATSICC's policy and procedures</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Undertake other tasks as directed from time to time from managers of RAATSICC</li> <li>Participate in staff development and team meetings</li> <li>Other activities as directed by the FLAIC Manager or CEO</li> </ul>

<b>Personal Characteristics</b>
<ul style="list-style-type: none"> <li>Uphold RAATSICC's vision, mission, values and goals</li> <li>Initiative and self-motivation</li> <li>Integrity, discretion and tact in communicating with people</li> <li>Respect of individual's cultural diversity</li> <li>Ability to maintain privacy and confidentiality</li> <li>Effective time management (punctuality, meeting deadlines, prioritising tasks, contract hours)</li> </ul>

<b>POSITION REQUIREMENTS</b>	
<b>Required to have</b>	
<ul style="list-style-type: none"> <li>Proficient computer skills</li> <li>MYOB AccountRight high experience</li> <li>GST Knowledge</li> <li>Finance experience in a similar role</li> <li>Bookkeeping and Accounting Skills</li> <li>Time Management Skills</li> <li>Great Communication Skills</li> <li>Problem solving skills</li> <li>Efficient and reliable</li> <li>Working with Children (Blue Card)</li> </ul>	
<b>Beneficial to have</b>	
<ul style="list-style-type: none"> <li>Drivers Licence</li> </ul>	

<b>Additional Factors</b>
a) Persons seeking engagement in this position are required to disclose any criminal histories (including convictions, which are not recorded) and/or charges at the time of interview.
b) This role is responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (e.g. email, internet and telephone). Staff must undertake these tasks in accordance with RAATSICC's Employee Handbook and Policy and Procedures.
c) Employees may be required to work outside of core business hours from time to time





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## SELECTION CRITERIA

<b>TITLE</b>	Finance Officer
<b>UNIT</b>	Finance, Logistics And Internal Controls (FLAIC)
<b>CLASSIFICATION</b>	4.1
<b>REPORTS TO</b>	FLAIC Manager

KEY SELECTION CRITERIA	
1.	Well-developed interpersonal and written communication skills including the demonstrated ability to interact effectively and sensitively with Aboriginal and Torres Strait Islander people.
2.	Essential knowledge required for MYOB AccountRight and demonstrated knowledge of GST, skills in Microsoft word, excel and outlook.
3.	Demonstrated knowledge of current financial requirements and/or Accounts Payable, Accounts Receivable, Purchase Orders, Bank Reconciliation and Electronic Banking.
4.	High level of administration skills, including keyboard and data entry.
5.	Proven ability to work collaboratively in a team environment and independently within set timeframes or deadlines. Ability to problem solve.
6.	Demonstrated knowledge of privacy and confidentiality protocols within an organisation. Ability to comply with all organisational policy and procedures, including financial policies and procedures.