

# Devonport City Council Finance Manager Job Application Form



Please include this form, your resume and any other relevant material in your application. Visit [www.devonport.tas.gov.au](http://www.devonport.tas.gov.au) or contact Human Resources for a copy of the position description.

<b>Applicant Details:</b>		
<b>Title:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other		
<b>Given Name:</b>		<b>Family Name:</b>
<b>Home Address:</b>		
<b>Postal Address:</b>		
<b>Post Code:</b>	<b>State:</b>	<b>Country:</b>
<b>Home Phone:</b>		<b>Work Phone:</b>
<b>Mobile:</b>		<b>Email Address:</b>
<b>Are you legally entitled to work within Australia?</b>		
<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If you are legally entitled to work within Australia, please advise:</b>		
<input type="checkbox"/> Yes, I am an Australian Citizen/Permanent Resident of Australia		
<input type="checkbox"/> Yes, I hold a valid work visa		Type of Visa:
Visa Number:		Expiry Date of Visa:
<b>Statements Addressing Selection Criteria – Essential Criteria (please feel free to attach any further information as required):</b>		
Tertiary qualifications in accounting, financial management or related field		
Current membership of CPA Australia or Chartered Accountants of Australia and New Zealand		
Experience in a similar position with responsibility for financial analysis, planning and the production of financial reports and budgets		
Experience in a related supervisory position leading a team delivering similar broad range of services		

Thorough understanding of accounting standards and concepts and ability to communicate relevant information effectively to people of accounting and non-accounting backgrounds	
Excellent written and oral communication skills	
Sound skills in the development of and management of work priorities	
Commitment to continuous improvement	
Demonstrated sound business practices including performance management, benchmarking and best practice principles	
National Police Check	
<b>Statements Addressing Selection Criteria – Desirable Criteria (please feel free to attach any further information as required):</b>	
Post graduate qualifications in accounting or relevant discipline	
Local government accounting experience or sound understanding of the local government industry and the range of services delivered	
Experience with the Finance One accounting suite	
Car licence	

Please list details of 2 referees who are able to comment on your skills in relation to the selection criteria	
Name:	Position:
Organisation:	
Phone number:	Email:
Name:	Position:
Organisation:	
Phone number:	Email:

**Declaration**

I, ..... **(name)** confirm that I have answered all questions honestly and to the best of my knowledge. I understand that providing false or misleading information or withholding relevant information, may result in the withdrawal of an offer of employment or dismissal.

..... **(Signature)** ..... **(Date)**

**How did you become aware of this vacancy?**

- DCC Website       The Advocate       The Examiner       The Mercury
- From a work colleague       Seek.com       Professional website (PIA, CPA, etc)       Other, please specify

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**Council values the benefits of a diverse workforce. If you are selected for an interview, please let Human Resources know if you require any additional assistance by phoning 03 6424 0511.**