

Town of Claremont Information Pack



Position	Finance & Procurement Officer (Part-time)
Closing Date	12 May 2021
Salary	\$76,998 per annum, pro rata + 10.5% super 22.8 hours per week (0.6FTE)
Queries	Jillian Sargeant – Manager Human Resources

The Town of Claremont is a small boutique local government located in the picturesque western suburbs of Perth with vibrant shopping precincts in Claremont and Swanbourne.

An opportunity has arisen for an experienced Finance & Procurement Officer to work with the Town on a part-time basis. This position will report to the Manager Finance and be responsible for providing a range of procurement services to internal stakeholders. Key responsibilities of this role include:

- Reviewing purchasing processes.
- Drafting policies and work procedures.
- Providing guidance and advice to internal stakeholders.
- Providing inductions and training to staff.
- Maintaining the Town's Tender and Quote Registers.
- Reviewing, monitoring and reporting on purchasing to ensure compliance and to ensure process improvement.
- Provide support to the Finance team as required.

The Town is looking for a candidate with qualifications and/or industry experience in purchasing in a government context. A working knowledge of the *Local Government Act 1995* and associated Regulations is essential for this role. In addition to excellent communication skills and the ability to engage and influence others. You will have high attention to detail and a focus on compliance.

Your core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

The Town also offers great benefits such as additional superannuation contribution, free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

Town of Claremont Information Pack



Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au
Alternatively, applications may be mailed to:

Attention:
CONFIDENTIAL
Chief Executive Officer
Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.



Benefits of working at the **Town of Claremont**

Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.



