

# POSITIONS VACANT

## FULL TIME ACCOUNTANT – COOTAMUNDRA

Applications are invited from interested persons for the above permanent full-time position of Accountant to be based at our Cootamundra Office.

This position provides professional assistance to the Manager of Finance. This role is to co-ordinate and prepare financial documentation for review within defined strategic parameters and co-ordinates and oversees the functions of the Cootamundra finance team.

**Benefits:** \* Salary Range \$1,889.39 to \$2,210.60 gross per week. \* 11% superannuation. Superannuation is in addition to the salary range. \* 9 day fortnight working arrangement.

**Applications close 5p.m. on Friday 3 November 2023.**

## PARKS & GARDENS ATTENDANT – GUNDAGAI

Applications are invited from interested persons for the above full-time position of Parks & Gardens Attendant, based at our Gundagai Depot.

The successful applicant will provide general labouring, maintenance and garbage collection services at Council's parks, gardens, plantations, and sporting facilities. Operate parks and gardens plant, including mowers, tractors, street sweepers, elevated work platform and spray equipment, as directed by the Parks Foreman, and will contribute to the manual labour pool within the Facilities Department.

**Benefits:** \*Full Time commencing salary is \$1008.70 gross per week plus allowances. \*11% super guarantee levy payable by Council. \*9 day fortnight working arrangement.

**Applications close 5p.m. on Friday 27 October 2023.**

## PAYROLL & HR OFFICER - COOTAMUNDRA

Applications are invited from interested employees for the full-time vacancy Payroll & HR Officer to be based at our Cootamundra Office.

This position will complete payroll processing on a weekly basis, taking into consideration award entitlements & interpretation. Whilst working collaboratively and flexibly within the Human Resources team providing experienced advice and support of a broad range of Human Resources matters and functions.

**Benefits:**\*Salary range of \$1,349.09 – \$1,578.59 gross per week. \*11% superannuation. \*9 day fortnight working arrangement.

**Applications close 5p.m. on Friday 27 October 2023.**

**FURTHER INFORMATION AND A POSITION DESCRIPTIONS** for the above are available by contacting Council's Human Resources Department on 1300 459 689 or by visiting Council's website [www.cgrc.nsw.gov.au/positions-vacant/](http://www.cgrc.nsw.gov.au/positions-vacant/)

**NOTE:** Applicants must adequately address the selection criteria contained in the Position Description and include a resume in their application. Failure to do so may result in your application not being considered.

Applications are to be addressed to the Interim General Manager, and can be submitted by post to Cootamundra-Gundagai Regional Council, PO Box 420, Cootamundra NSW 2590, or delivered to Council's offices at Cootamundra or Gundagai, or by email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)