

Information for Applicants



Vacancy: Finance Officer (FO-17) **Finance and Administration Department**

The Port Arthur Historic Site Management Authority is an Agency of the Tasmanian State Service and employment at the Site is subject to the *State Service Act 2000*.

The Authority is responsible for the conservation and management of the Port Arthur Historic Site, the Coal Mines Historic Site and the Cascades Female Factory Historic Site. All three sites are on the Tasmanian Heritage Register, the National Heritage List and included in the Australian Convict Sites World Heritage listing. The offices of PAHSMA are located at the Port Arthur Historic Site which comprises buildings, artefacts and records, dating mainly from the convict period, set within approximately 135 hectares of land at Port Arthur on the Tasman Peninsula. The Site is a place of cultural and historic significance and a major destination for local, state, national and international visitors and tourists. The Authority operates a world standard Visitor Centre and provides a range of facilities and experiences for the comfort and enjoyment of visitors. The Coal Mines Historic Site, some 210 hectares, is also on the Tasman Peninsula while the Cascades Female Factory Historic Site is located in South Hobart.

Our Vision: *PASHMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.*

Advertised Vacancy: The Authority is seeking to appoint a permanent full-time Finance Officer within the Finance and Administration Department. The objective of this position is to:

Undertake accurate, efficient and timely processing of transactions and reconciliations, principally in relation to accounts receivable, in accordance with established policies and procedures and State and Commonwealth Government legislation

For a more detailed description of the advertised position intending applicants should obtain a copy of the Statement of Duties.

Hours of Duty: Full-time, 38 hours per week, Monday to Friday (Permanent Position) - .

Employment conditions: Salary and other conditions in accordance with the *Port Arthur Historic Site Management Authority Award*, General Stream Band 2, Salary Range \$52,926 -

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\$57,155 per annum. The position accrues Recreation Leave, Long Service Leave and Personal Leave.

Enquiries: For further information about the position please contact Nicky Roberts, Chief Financial officer, on (03) 6251 2303 or email nicky.roberts@portarthur.org.au

Statement of Duties (which includes Selection Criteria): is available from www.jobs.tas.gov.au or refer to advertisement for contact details and for further information.

Applications:

To be considered for selection all applications **MUST** contain:

- A fully completed Tasmanian State Service *Application for Employment* form
- A résumé which will outline such areas as employment history, education and qualifications, professional affiliations, relevant training and developmental history as well as any other information that may be deemed relevant by the applicant
- A statement that fully and individually addresses each of the Selection Criteria for the position

Referees: Applicants should provide at least two referees. When selecting referees applicants should select a referee who can best comment against the selection criteria and who are preferably a current and/or immediate past supervisor. Nominated referees should be contacted by the applicant prior to being nominated to ensure their willingness to provide comment, provide them with information about the position applied for and forewarn them that they may be contacted by the selection committee.

How to apply

Online applications are preferred www.jobs.tas.gov.au.

If you require further assistance please contact

Recruitment Officer
Tracey Rainbird

recruitment@portarthur.org.au

PH (03) 6251 2357