

**Wimmera CMA
POSITION DESCRIPTION****CORPORATE GRADUATE****Position Details**

Position Title:	Finance Officer
Salary (full time):	Band 2 Level 1 (\$67,148 pa)
Work Unit:	Corporate Services
Position Reports To:	CFO
Date Prepared/Author:	Camille Butler (August 2025)

Approved by:
David Brennan

A handwritten signature in black ink, appearing to read "David Brennan".

Date 21/08/2025

Chief Executive (Wimmera CMA)

Wimmera CMA pride ourselves on integrating community values in to the planning and coordination of land, water and biodiversity management. To achieve this, we provide a workplace and work practices that embraces, reflects, respects and promotes the diversity of our community and supports inclusion and participation for all. This is supported by a workplace culture built on respect that is inclusive, adaptive and agile and supports increased participation by all members of our community in the protection of our natural environment.

Position Purpose

The purpose of the Corporate Graduate position is to provide a two-year career development pathway into the NRM industry for recent graduates in corporate or business related fields, leading into ongoing employment for the right person.

The Corporate Graduate will work in a broad cross-section of Wimmera CMA's corporate business including finance, human resources, administrative services and board support and the development and management of corporate processes.

Position Objectives

The objectives of the Corporate Graduate position are to:

- Gain a thorough understanding of all corporate functions; to enable them to take responsibility for many of the day to day functions and provide additional support.
- Build skills and knowledge in corporate management via work experience and training.
- Build capacity to assist during peak work periods or where there is an identified gap.
- Introduce contemporary academic skills and knowledge into the organisation while also complementing existing staff expertise.
- Contribute to Wimmera CMA business activities;

The position will undertake training and professional development, and on the job learning with guidance provided by senior CMA staff.

Position Context

The position is a member of the Corporate Team and will work along side all Wimmera CMA programs.

Corporate

This program is responsible for the financial, administrative and infrastructure services of Wimmera CMA. These include: financial reporting, budget development, asset management, HR, payroll, risk management, auditing, building, vehicle and resource management, IT support and administrative systems.

Statutory & Strategy

This unit is responsible for the development of key plans and strategies, providing advice and information about asset management priorities and organisational policy and collecting and interpreting technical data and information relating to asset condition. A major activity within this unit is to manage investor relationships.

Delivery:

The Wimmera CMA Delivery team is responsible for delivering NRM operational programs and all aspects of associated project management. The Delivery team works closely with the community, key stakeholders, government agencies and partners to achieve project outcomes that may include on ground works or community capacity building.

Position Reports to

The position reports to the Chief Financial Officer (CFO) supported by the Business Manager and works day to day with the Senior Corporate Support Officer.

Key Responsibilities;

The position will:

- Work across all areas of the corporate part of the business gaining knowledge and experience.
- Take responsibility for some of the basic functions while building skills and knowledge in other areas
 - General administration support
 - Customer Service
 - Reception
 - Fleet management
- Work areas will be matched to CMA priorities and will include:
 - Finance
 - Board support
 - EDMS support
 - IT
 - Human Resources
 - Social media and website updates
 - Support the Delivery program with Landholder contracts and payments
- Develop and improve as a CMA employee by undertaking training and professional development via identified courses, on the job learning and mentoring provided by senior CMA staff.
- The position aims to build capacity to assist different parts of the organisation during peak work periods or where there is an identified gap,
- Opportunity to assist with events.
- Other duties as directed.

Health & Wellbeing

Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

All employees have a responsibility to:

- Report any incident or hazards at work to their manager, supervisor or health and safety representative (HSR).
- Carry out their roles and responsibilities as detailed in the relevant health, safety and wellbeing policies and procedures.
- Obey any reasonable instruction aimed at protecting their health, safety and wellbeing while at work.
- Use equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health, safety and wellbeing.
- Demonstrate leadership of our OH&S principles when working with volunteers and contractors.

For staff who accept nominations as a health and safety representative (HSR) on the Health & Wellbeing Committee, additional responsibilities in addition to those listed above are also allocated and communicated when accepting the role.

Qualifications and proven ability

Experience in a business environment, with the preference of either a certificate IV or tertiary qualification in Finance, Accounting or Business related streams.

Key Selection Criteria

Essential:

1. Excellent written and oral communication skills
2. Demonstrated high level of attention to detail and understanding of compliance within Government requirements
3. Demonstrated ability to analyse information, think strategically and solve problems.
4. Demonstrated ability to achieve results through showing initiative.
5. Demonstrated ability to work effectively as a member of a team and to work independently.
6. A strong understanding and appreciation of the importance of positive organisational culture;

Desirable:

1. Understanding of the importance of being able to meet processing deadlines and prioritise work within competing demands.
2. Knowledge and experience using computers and software applications, particularly Microsoft products.(D365, SharePoint, Office 365)

Other Relevant Information

- The position will be required to work from our offices located in Horsham, Victoria.
- Terms and conditions of employment will be in accordance with the Wimmera CMA Enterprise Agreement (Wimmera CMA Enterprise Agreement 2024-28).
- Possession of a current Victorian Driver's Licence would be desirable, but not mandatory.
- The position may involve some work outside normal office hours.
- Annual Workplan reviews will be undertaken in October each year.
- Wimmera CMA is a public-sector authority.
- A health declaration is required to be signed prior to acceptance of the role
- An employment working with children check is a condition of employment (with evidence of lodgment provided upon acceptance of the role; and successful receipt during the probationary period.)

Further Information

- For more information on the position or the organisation, please contact:
Ms Nicole Netherway
Business Manager
Wimmera CMA
Telephone: 0427 440 244

Submitting an Application

- Applications should include a covering letter, response to key selection criteria, curriculum vitae/resume and copy of qualifications and details of university courses undertaken.
- Applications are to be submitted via email to jobs@wcma.vic.gov.au.

Applications close **10.00am** on **Monday 15th September 2025**.