



APPLICATION GUIDELINES

College Department:	Finance
Position Title:	Finance Assistant
	37.5 hours per week
Tenure:	47 weeks per year
	Fixed term contract until 31 December 2019
Closing Date:	4:00 pm 11 January 2019

How to Apply

Read the Job Description

Assess your level of skill and experience against the Position Description.

Prepare the required documents

1. Cover Letter

- a. The cover letter should include:
 - i. Identification of the position you are applying for.
 - ii. Where you saw the position advertised.
 - iii. Any skills and experience you wish to highlight and your reason for applying.

2. Resume

- a. Your resume including the names and details of three professional referees along with their contact details (ideally one should be your current employer).

3. Response to the Person Specifications

- a. Write a response to each of the criterion listed in the sections below. A brief statement for each dot point is sufficient.
 - i. Educational / Vocational Qualifications / Other
 - ii. Personal Skills, Abilities and Aptitude
 - iii. Experience
 - iv. Knowledge
- b. As you write ensure you highlight your experience as it relates to this role.

Email your application and attach any supporting documents in a Word document or pdf format only.

Address applications to the Human Resource Coordinator, Ms Mandy Taylor.

Should you require further information about the position or the application process please contact the Human Resource Coordinator, Mandy Taylor on 08 8725 1430 or email mtaylor@smartins.sa.edu.au

Please note the office will be closed during the Christmas/New Year break however, emails will be regularly checked and responded to.