

Job Advertisement Policy

Introduction

FCVic offers, as a service to employers, the ability to advertise vacant positions within the financial counselling and community sectors through the FCVic website and the Devil's Advocate email newsletter.

This service is free to any organisation that holds a current Agency membership with FCVic.

Any organisation that is not a current Agency member can advertise a vacant position via FCVic for a fee (per advertisement), determined by FCVic.

Process (for Agency members)

1. The nominated Agency Manager must first login to the online **Members' Portal** using their account username and password
2. Once logged in, the Agency Manager can complete the **Post a Job** form located within the portal. They will be expected to provide the following details:
 - i. Organisation name
 - ii. Position title
 - iii. Employment basis (e.g. full-time, part-time, contract)
 - iv. Job location
 - v. Contact person
 - vi. Closing date/time for applications

The Agency Manager will have the option to provide detailed information about the position, salary and instructions on how to apply, as well as a copy of the Position Description.

3. The submitted information will be displayed on the Jobs page of the FCVic website within 1 business day, until the specified application closing time.
4. Any job advertisements that coincide with the distribution of the Devil's Advocate (usually the last week of each month) will be summarised and included in the newsletter with a link to the full advertisement.
5. FCVic will accept amendments to the job advertisement via email, including extension to the application closing date/time.

Process (for non-Agency members)

1. The employer will access the online **Post a Job** form available from the public FCVic website.
2. The employer will be expected to provide the following details:
 - i. Organisation name
 - ii. Position title
 - iii. Employment basis (e.g. full-time, part-time, contract)
 - iv. Job location
 - v. Contact person
 - vi. Closing date/time for applications

The employer will have the option to provide detailed information about the position, salary and instructions on how to apply, as well as a copy of the Position Description.

3. Payment of the listing fees can be made either online via credit/debit card, or by invoice. If the employer makes payment via invoice, they must provide remittance advice to FCVic before the job can be posted online.
4. Once payment has been made the submitted information will be displayed on the Jobs page of the FCVic website within 1 business day, until the specified application closing time.
5. Any job advertisements that coincide with the distribution of the Devil's Advocate (usually the last week of each month) will be summarised and included in the newsletter with a link to the full advertisement.
6. FCVic will accept amendments to the job advertisement via email, including extension to the application closing date/time.

Fee waiver

FCVic can, at the discretion of the organisation, offer a waiver of the job listing fees to any organisation that has not previously employed a financial counsellor. The employer will be expected to pay the listing fees for any subsequent job advertisements, unless they become an Agency member.

Responsibility

The FCVic Systems and Operations Manager is responsible for the implementation and management of this policy.

Disclaimer

FCVic accepts no responsibility or liability for the content of any advertisements, including for any errors in any advertisements that are posted on the FCVic website. FCVic does not vet, review or select candidates who apply for positions advertised on the FCVic website, and is not responsible for doing so. As such, FCVic accepts no responsibility for, and makes no warranties or representations about, the suitability of any candidates who apply for jobs posted on.