

Position Description

Position Information	
Position title: Finance/Payroll Officer	Classification: Level 5/6
Section: Corporate Services	Location: Coolgardie
Status: Permanent, Full-time	Contract Hours: Full-time ordinary hours in accordance with employment contract and applicable Award
Reports to: Senior Finance Officer and Finance Manager	Award: Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
Corporate Services supports the Shire through accurate, timely and compliant financial administration, payroll support, records and internal service delivery. The section maintains reliable financial information and practical controls that support sound operational and organisational decision-making.	Provide practical, accurate and timely payroll preparation and processing, and financial functions including reconciliations, leave coverage of Debtors and Creditors, maintaining Goldfields Records Storage financial transactions, purchase order reports, Audit assistance, month-end assistance The role supports the Finance Team and provides professional service to staff, suppliers, ratepayers and other customers.
Shire Vision	
A connected, progressive and welcoming community.	
Shire Values	
To be read in conjunction with the Shire's current adopted values.	
Shire Purpose Statement	
Support the Shire to deliver responsible, efficient and community-focused local government services through sound financial administration and service support.	

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Position Outcomes	
Accountability Area	Outcome
Service delivery / operations	Finance and payroll transactions, reconciliations, and month-end support are completed accurately and within required timeframes.
Customer and community service	Staff, suppliers, ratepayers, residents and other customers receive professional, courteous and timely assistance, with queries resolved or appropriately referred.
Compliance, governance and records	Financial, payroll and administrative records are complete, accurate, confidential and maintained in approved systems in accordance with Shire policies and legislative requirements.
People, contractors and volunteers	The role works cooperatively with the Finance Team and provides practical finance, payroll and administrative support and leave coverage as directed, without supervisory responsibility.
Budget, assets and procurement	Purchase order reporting, credit card reconciliation, and portable asset register support are completed accurately in accordance with approved financial controls.
Projects, events and improvement	Financial audits, reporting, month-end activities and finance process improvements are supported with accurate information, records and timely follow-up.
Risk, WHS and incident response	Finance and payroll activities are undertaken with appropriate confidentiality, fraud/error awareness, WHS compliance and prompt escalation of discrepancies, hazards or incidents.

Position Requirements		
Skills	Essential	Desirable
High level of numeracy, accuracy, attention to detail and problem-solving, with ability to meet recurring deadlines.	☒	☐
Strong customer service, interpersonal, written communication and computer skills, including Microsoft Office and accurate data entry.	☒	☐
Knowledge		
Sound knowledge in Payroll functions	☒	
Sound working knowledge of accounts payable/receivable, reconciliations, purchase orders, GST and general finance administration.	☒	☐
Knowledge of computerised finance/payroll systems, including SynergySoft, and local government financial processes.	☐	☒
Experience		
Demonstrated experience undertaking finance administration including creditors/debtors, reconciliations and month-end support.	☒	☐
Experience processing payroll and handling sensitive employee/customer information confidentially; local government experience desirable.	☒	☐
Qualifications		
Tertiary qualification or relevant certificate in finance, accounting or similar, or demonstrated equivalent experience.	☐	☒
Relevant payroll, bookkeeping or finance systems training.	☐	☒
Licences and checks		
Current 'C' class driver's licence.	☒	☐
National Police Clearance (current / within the period required by Shire recruitment procedures).	☒	☐

General Physical Requirements
An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

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General Physical Requirements

Frequency (☑ as required)					Frequency (☑ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☐	☐	☐	Climb/Balance	☐	☐	☐	☐
Walk	☐	☐	☐	☐	Crouch/Kneel	☐	☐	☐	☐
Sit	☐	☐	☐	☐	Talk/Hear	☐	☐	☐	☐
Handle	☐	☐	☐	☐	Taste/Smell	☐	☐	☐	☐
Reach	☐	☐	☐	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Chief Executive Officer

↓
Finance Manager
↓
Senior Finance Officer
↓
Finance/Payroll Officer

Key working relationships: Finance Team; Chief Executive Office; all Shire staff; suppliers and creditors; debtors; residents/ratepayers; members of the public.

Extent of Authority and Accountability

Working under the general direction of the Senior Finance Officer, the incumbent is accountable for the accurate and timely completion of the finance, payroll and administrative responsibilities assigned to the position, within approved policies, procedures, systems and lawful directions.

The position does not hold delegated authority under this Position Description and does not independently approve expenditure, establish budgets, vary financial controls or make commitments on behalf of the Shire unless separately authorised in writing.

Financial authority: Nil under this Position Description. Any purchasing, receipting, banking or transaction processing is undertaken within approved procedures and authorisations.

Discrepancies, exceptions, suspected errors, control concerns and matters outside established procedures are to be escalated to the Senior Finance Officer or Finance Manager.

Primary and Annual Return obligations apply only if the employee is separately designated or otherwise required by law.

General Corporate Accountabilities

Accountability	Required Standard
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.

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General Corporate Accountabilities	
Accountability	Required Standard
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	Details
Ordinary hours and roster	Permanent full-time. Ordinary hours, breaks and spread of hours are in accordance with the employment contract, applicable Award and Shire arrangements.
Overtime / penalties / on-call / call-back	Overtime, penalties, call-back or additional hours are not routine and require prior approval in accordance with the applicable industrial instrument and Shire procedures.
Part-time agreed additional hours	Not applicable to the substantive full-time appointment.
Leave restrictions / peak periods	Payroll, month-end, audit and other statutory/operational deadlines may create peak work periods. Leave is managed in accordance with Shire policy and operational requirements.
Uniform / PPE / equipment	Office-based equipment and any required PPE are provided/used in accordance with Shire requirements.
Travel / accommodation / vehicle	Local travel may be required for banking, records or other authorised Shire business. Vehicle use is subject to Shire policy and authorisation.
Remote work / flexibility	Any flexible or remote work arrangement is subject to operational requirements, confidentiality, system access and Shire approval.

Position Description Certification	
Prepared by: Finance Manager / Corporate Services	Effective Date: To be confirmed
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer / delegated approver
Position	Chief Executive Officer / delegated position
Signature	

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Approval	
Date	

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Attachment A - Task List / Activity Schedule

This attachment converts the Service-to-Role Responsibility Matrix into practical PD duties. A = Accountable, R = Responsible, S = Support, C = Consulted, I = Informed. Kambalda-only service lines are excluded unless cross-town support is assigned by the CEO or Executive Manager.

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Payroll	Prepare/support fortnightly payroll processing and associated checks in accordance with approved payroll procedures.	Fortnightly	R	Payroll processed/checks completed; exceptions escalated	Payroll system / payroll records	Confidentiality, accuracy, industrial instrument and authorisation controls	Confirm payroll procedure and approval workflow
2	Finance administration	Raise invoices for Shire operating entities, including Bluebush Village, Waste Facilities and Airport.	As required	R	Accurate debtor invoices raised	Finance system / debtor records	Correct coding, GST and supporting documentation	Review entity/coding requirements
3	Purchasing	Produce purchase order reports and follow up outstanding purchase order issues.	Regular / as required	R	PO exception report and resolved items	Finance system / PO reports	Procurement and purchasing controls; escalate unresolved exceptions	Confirm reporting frequency
4	Cash and banking	Complete daily summaries, cash collections and banking.	Daily / as required	R	Balanced daily summary and banking record	Finance system / banking records	Cash handling, segregation of duties and reconciliation controls	Confirm local banking process
5	Reconciliations	Reconcile Shire credit cards and assist with month-end reconciliations.	Monthly / as required	R	Completed reconciliations and supporting evidence	Finance system / reconciliation files	Accuracy, supporting evidence and timely escalation of discrepancies	Align to month-end timetable
6	Assets / records	Maintain the Portable Asset Register spreadsheet and Goldfields Records Storage accounts in MYOB.	As required	R	Registers/accounts kept current and accurate	Asset register / MYOB / records	Record accuracy and authorised changes	Confirm current systems and ownership
7	Reporting and audit	Assist with financial reports, month-end activities and financial audits.	Monthly / annual / as required	S	Requested schedules, reports and audit evidence	Finance system / audit working papers	Complete, traceable and accurate evidence	Align to audit/month-end calendar
8	Finance team support	Provide accounts receivable/payable leave coverage and general finance/administrative support, including compliant recordkeeping.	As required	S	Transactions/support completed; records captured	Finance system / records system	Work within role competence and approved procedures; escalate exceptions	Review cross-training/coverage needs

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Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	Key Duties / Responsibilities	Expected Outputs / Evidence
Service delivery / operations	Process/support fortnightly payroll in accordance with approved procedures. Complete finance administration, invoicing, banking, reconciliations and month-end support accurately and on time. Maintain Goldfields Records Storage accounts through MYOB and provide general finance support.	Payroll records; invoices; banking records; reconciliations; month-end working papers; finance system entries.
Customer and community service	Provide friendly, helpful and professional service to suppliers, ratepayers, residents, community/volunteer groups, Shire staff and elected members. Respond to finance and supplier/customer queries promptly and courteously and refer matters outside the role's authority.	Timely responses; resolved/referred enquiries; accurate information and correspondence.
Compliance, governance and records	Maintain complete and accurate finance, payroll and administrative records in approved systems. Protect confidential and sensitive payroll, employee, supplier and customer information. Undertake duties in accordance with Shire policies, Code of Conduct and applicable legislative requirements.	Complete transaction records; payroll records; correspondence captured in records system; audit trail and supporting documentation.
People, contractors and volunteers	Work cooperatively with the Senior Finance Officer, Finance Manager and wider Finance Team. • Provide accounts receivable/payable and finance administration coverage during staff leave when required.	Continuity of finance support; completed handovers; work allocated and escalated appropriately.
Budget, assets and procurement	Produce purchase order reports and resolve/follow up outstanding PO issues within role authority. Reconcile Shire credit cards. Undertake daily summaries, cash collections and banking. Maintain the Portable Asset Register spreadsheet.	PO reports; reconciled credit cards; banking records; current portable asset register.
Projects, events and improvement	Assist with preparation of financial reports and month-end reconciliations. Assist with financial audits and provide requested supporting records. Identify practical process issues and support approved improvements to finance administration.	Financial schedules/reports; audit evidence; reconciliations; documented process improvements where approved.
Risk, WHS and incident response	Take reasonable care for own and others' health and safety and comply with Shire WHS requirements. Identify and report hazards/incidents and participate in reasonable risk controls. Escalate finance/payroll discrepancies, control concerns, suspected errors or matters outside approved procedure.	Hazard/incident reports where applicable; documented escalation of exceptions; compliance with approved controls.