

POSITION DESCRIPTION

Finance Officer

1. POSITION IDENTIFICATION

Title: Finance Officer

Classification: Level 4 - 5 Local Government Industry Award 2020 – Industrial Agreement

Status: Permanent, Full-Time

Section: CORPORATE SERVICES

2. POSITION OBJECTIVES

- Timely and accurate processing of the Shire’s finance functions, including reconciliations, cash management, and month end processes.
- Provide efficient financial support to the Finance Team.
- Ensure customers and staff of the Shire are assisted in a professional, efficient and courteous manner.

3. POSITION REQUIREMENTS – SELECTION CRITERIA

Qualifications	Essential	Desirable
Tertiary qualification or relevant certificate in finance, accounting or similar, or demonstrated equivalent experience.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Current ‘C’ class driver’s licence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
National Police Clearance certificate (less than 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience & Knowledge	Essential	Desirable
Experience across core finance functions, including creditors, debtors, purchase orders, assets and reconciliations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sound understanding of GST principles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in general office administration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with handling and resolving customer issues and queries courteously and professionally.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with computerised finance systems, including SynergySoft.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local government experience in a similar role.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills & Abilities	Essential	Desirable
Computer literacy skills, including accurate data entry and proficiency with Microsoft Office Suite ie, Excel, Word, Outlook etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent customer service and interpersonal skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated ability to maintain confidentiality and handle sensitive information with discretion and integrity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent time management skills, with the ability to work under pressure and meet deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong numeracy, written, and verbal communications skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work both autonomously with minimal supervision, and as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent initiative, attention to detail and problem-solving skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. KEY DUTIES & RESPONSIBILITIES

Finance & Administration

- Provide efficient financial support to the Senior Finance Officer and Finance Manager.
- Produce Purchase Order Reports and resolve outstanding PO issues.
- Maintain the Portable Asset Register spreadsheet.
- Maintain the Goldfields Records Storage accounts throughout MYOB.
- Reconciliation of Shire credit cards.
- Undertake daily summaries, cash collections and banking.
- Assist with financial audits.
- Preparation of List of Payments for Council
- Assist with Debtor and Creditor functions during periods of leave for finance staff when required.
- General administrative and finance duties as required which may include, but not limited to, compliance functions, disposal of records, and ensuring all Shire correspondence and documentation, both electronic and paper-based, is maintained and recorded as per Shire's Record Keeping Policy.

Customer Service

- Provide friendly, helpful and professional service to suppliers of goods and services, ratepayers, residents, community and volunteer groups, other members of the public, and Shire staff.
- Respond to supplier and customer queries and issues promptly and courteously.
- Demonstrate initiative and a solution-focused approach to the needs of existing and potential customers, Shire staff and elected members.

5. GENERAL ACCOUNTABILITIES OF THE POSITION

Workplace Health & Safety (WHS)

- You must take reasonable care of your health and safety.
- You must take reasonable care that your acts or failure to act does not negatively affect the health and safety of others.
- You must comply, so far as you can, with any reasonable instruction by the CEO to allow them to comply with the WHS Act.
- You must cooperate with any reasonable policy or procedure of the Shire relating to health and safety at the workplace that you have been advised of.
- You must comply with personal protective equipment (PPE) requirements, including the proper wear, fit, use and care of all PPE as required and advised by the CEO through your manager or supervisor.
- You must identify and report all hazards within the workplace and comply with any requests for further information and reasonable requests to assist in controlling hazards where safe to do so.
- You must report all incidents, including near misses, and comply with requests for further information.
- You must not disturb an incident scene unless instructed by an authorised person.
- You must assist with any incident investigation where a reasonable request is made and help control hazards where safe.
- You must be aware of and follow the Shire's Code of Conduct and not cause or intend to cause mental or physical harm to any person, being mindful that social interactions can impact a person's mental and physical well-being (psychosocial).

Other

- Undertake all duties in accordance with Shire policies, Code of Conduct, and any legislated requirements.
- Perform other duties as directed by the CEO, Finance Manager and Senior Finance Officer as required.

6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Senior Finance Officer and Finance Manager

Internal liaison: Chief Executive Office
All Staff

External liaison: Creditors and debtors of the Shire
Residents / ratepayers
Members of the public

7. EXTENT OF AUTHORITY

Nil.

8. AGREEMENT

The details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the position.

As the Employee, I have reviewed and accept the statement of duties in this Position Description.

Employee Name	Signature	Date

As the Manager, I have reviewed and confirm this is a current, correct and relevant document.

Manager Name	Signature	Date

UPDATED : March 2026
APPROVED BY : Chief Executive Officer