



POSITION DESCRIPTION

Senior Finance Officer

The Shire of Quairading is committed to providing culturally responsive services and strongly encourages employment applications from Aboriginal and Torres Strait Islander people.

Location	Shire Administration Office
Department	Corporate Services
Salary	Local Government Industry Award 2020
Reports to	Executive Manager of Corporate Services
Supervision of	Finance and Customer Service Officer, Customer Service Officer.
Revision	8
Date	5 June 2025

POSITION DESCRIPTION – SENIOR FINANCE OFFICER

1. Organisational Relationships

1.1 Responsible to:

Chief Executive Officer, Council.

Operationally this position reports to the Executive Manager Corporate Services (EMCS).

1.2 Supervision of:

Finance and Customer Service Officer, Customer Service Officer, Cleaning Staff.

1.3 Internal & External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

External

- Residents, ratepayers and the general public
- Community groups
- Culturally diverse people
- Government, non-government and private organisations
- Contractors
- Product and service suppliers

2. Extent of Authority

This position operates under the direction of the Executive Manager Corporate Services in accordance with:

- 2.1 Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- 2.2 *Local Government Act 1995, Workplace Health & Safety Act 2020, National Employment Standards, Equal Opportunity Act 1984* and other workplace legislation.
- 2.3 Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety.
- 2.4 Strategic (Community) Plan.
- 2.5 Reconciliation Action Plan.
- 2.6 Disability Access Inclusion Plan.
- 2.7 Code of Conduct.
- 2.8 Customer Charter.
- 2.9 Delegated authority as prescribed in the Delegations Register.

3. Purpose of Position

3.1 This position aligns with the following strategic initiatives within the Strategic Community Plan, as follows:

- SP5.1 Shire communication is consistent, engaging and responsive
- SP5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels.
- SP5.3 Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community.
- SP5.4 Implement systems and processes that meet legislative and audit obligations

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3.2 The primary intents of this position are:

- 3.2.1 **Objectives of position:** To work collaboratively to ensure that Council's finances are managed and recorded in compliance with legislative requirements and Council Policy under the direction of the Executive Manager Corporate Services.
- 3.2.2 **Within section:** To liaise with other Council employees to achieve efficient management of the accounting function.
- 3.2.3 **Within organisation:** To provide a high level of quality customer service to internal and external customers of the Shire.

4. Roles & Responsibilities

Reconciliations

- Reconciliation of all Shire bank accounts
- Reconciliation of borrowings, bonds, and any other items required
- Reconcile and manage BAS and FBT processes and reporting requirements.
- Reconciliation and processing of corporate credit card expenses
- Manage cash handling Procedures and check and certify end of day balances of the receipting function.

Accounting

- Assist in the preparation of the monthly financial statements, in conjunction with the EMCS
- Assist the Executive Manager of Corporate Services with annual interim and financial audits
- Assist the Executive Manager of Corporate Services in preparing the annual budget and annual report
- Prepare the budget book to assist employees to process debtors, creditors, requisitions and processes to ensure consistency with Council's adopted budget
- Assist in the preparation of grant funding acquittals, such as for the Grants Commission and WALGA
- Provide advice on the appropriate general ledger of job number in accordance with Council's budget
- Provide advice on required budget adjustments based on reconciliations and monthly reports
- Assist with the management of Assets, including acquisitions, disposals, capitalisation and reconciliations.

Administration/Supervision

- Assist with front counter and phone enquiries
- Provide support, monitoring and leadership for accounts payable and receivable functions
- Produce reports, correspondence and spreadsheets in a timely and accurate manner
- Assist with the maintenance of the computer systems (including software packages) to ensure that the system is effective and current
- Assist with insurance matters relating to claims and annual renewals
- Ensure that all financial and related policies and procedures are complied with.
- Undertake or assist with performance reviews

Rates Management

- Print, mail and file documents relating to interim adjustments and rates billing notices
- Manage over the counter rates enquiries, direct phone calls and the rates email inbox, preparing general correspondence on matters relating to rates and ensuring responses are provided promptly
- Manage outstanding rates debtors and debt recovery processes.

Other duties as directed by the Chief Executive Officer or Executive Manager Corporate Services.

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5. Selection Criteria

Qualification	Essential	Desirable
Formal qualifications in Accounting/Finance (or studying towards), or significant equivalent experience in accounting functions	✓	
Drivers Licence "C" Class	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Understanding of finance functions, legislation and accounting standards	✓	
Experience working with a computer system, spreadsheets and accounting software	✓	
Prior experience in an office and customer facing environment	✓	
Strong mathematical and numeracy skills	✓	
Knowledge of Council rating and debt collection procedures		✓
Prior experience in cash handling and banking		✓
Developed knowledge of creditors and debtors systems		✓
Developed knowledge of costing systems		✓
An understanding of the functions of Local Government and its relationship with its Community as well as its relationship to Federal and State Governments		✓
Knowledge of record keeping requirements of Local Government		✓

Personal and Communication Skills	Essential	Desirable
Well-developed written and verbal communication skills with ability to exercise discretion and maintain confidentiality	✓	
Proven interpersonal and customer service skills	✓	
Proficient time management, attention to detail and prioritisation skills	✓	
Effective leadership skills and ability to work efficiently with minimal supervision	✓	

6. Compliance

6.1 This position will comply with all legal obligations, including by complying with:

- 6.1.1 *Workplace Health & Safety Act 2020;*
- 6.1.2 *Organisational workplace health and safety policies and procedures;*
- 6.1.3 *Local Government Industry Award 2020;*
- 6.1.4 *Local Government Act 1995;*
- 6.1.5 *National Employment Standards;*
- 6.1.6 *Equal Opportunity Act 1984;*
- 6.1.7 Code of Conduct;
- 6.1.8 Customer Charter; and
- 6.1.9 All other applicable workplace policy and legislation.

6.2 In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe.

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7. Position Prerequisites

7.1 No formal offer of employment will be made until the following employment prerequisites are met:

7.1.1 Pre-employment examination;

7.1.2 Current National Police clearance; and

7.1.3 Must comply with current State Government COVID-19 directions regarding vaccinations.

8. Terms of Employment

Award	<i>Local Government Industry Award 2020</i>	
Position Status	Full Time Permanent	
Hours of Work	80 hours per fortnight, one RDO every 4 weeks	
Overtime	Requires CEO authorisation	
Award Level	Level 7	
Gross Wage per Hour	\$40.99 - \$43.02 per hour	Paid fortnightly to nominated bank account
Gross Annual Salary	\$81,000 - \$85,000	
Council loyalty scheme	Applies to this Position (in addition to gross salary) 1st year of service \$10 per week 2nd year of service \$20 per week 3rd year of service \$30 per week 4th year of service \$40 per week 5th year of service and thereafter \$50 per week	
Superannuation	11.5% Employer Superannuation Guarantee Contribution.	
Probation	6 months from commencement date. The CEO reserves the right to extend the probation period by a further 3 months	
Performance Review	Annually – to be undertaken by the EMCS	
Annual Leave	Employee will be entitled to 4 weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.	
Uniform allowance	\$400 value per annum, after probationary period successfully completed. Staff are requested to wear appropriate work attire at all times during working hours to promote a professional work environment and meet Work Health and Safety requirements.	
Job Location	Quairading, Western Australia, 6383.	

Name of Employee	Signature	Date
Chief Executive Officer	Signature	Date