



Finance Officer

Position Number:	50	Department	Corporate Strategy & Performance
Level:	5 - Custom	Award:	May be covered under Local Government Officers' Award
Remuneration:	\$92,970.80 Base Salary	plus superannuation, and housing and district allowances (if eligible) plus \$3,500 retention bonus payable upon completion of 3 years. <i>(Pro-Rata for Part Time)</i>	
Reports to:	Finance Manager	Direct Reports:	Nil
Last Reviewed:	Acting Manager People, Culture & Wellbeing	Date:	19/02/2026
Approved:	Executive Manager Corporate Strategy & Performance	Date:	19/02/2026

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C A R E C H I P
Courage Authenticity Respect Excellence Cohesion Humility Inclusion Passion

POSITION OVERVIEW

The ideal candidate for this role will be a motivated and detail-focused finance professional who thrives in a team environment and is committed to delivering high-quality service across the organisation.

This position is responsible for delivering a broad range of finance functions including creditors, debtors, rates, receipting, reconciliations, payroll support, procurement, front counter sales, and assisting with auditing processes and financial reviews.

Working under the direction of the Finance Manager and collaboratively with the Accountant and staff across all business units, the Finance Officer plays a key role in supporting the organisation to meet its financial, statutory and legislative obligations.

The role requires a high level of accuracy and attention to detail when preparing, executing and reviewing financial transactions and reports. The successful candidate will be expected to apply relevant legislation, Shire policies, and procedures to ensure compliance, integrity and efficiency in all aspects of financial service delivery.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.

- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ Be responsible for the efficient and compliant management of day-to-day finance operations, supporting the financial integrity of the organisation.
- ★ Deliver end-to-end accounts payable and receivable services, ensuring timely, accurate, and policy-compliant financial transactions.
- ★ Support debt management processes, including issuing reminders, liaising with debtors, and escalating recovery actions as required.
- ★ Provide high-quality financial support and customer service to internal staff and external stakeholders, including front counter receipting and enquiries.
- ★ Assist in the preparation of financial reports, data collation, and documentation to support statutory obligations and audit requirements.
- ★ Maintain accurate and compliant financial records in accordance with the State Records Act 2000 (WA) and Shire policies.
- ★ Contribute to the development, review and implementation of financial procedures, policies, and internal control improvements.
- ★ Support procurement activities by verifying purchase orders, processing transactions, and promoting compliance with purchasing protocols.
- ★ Assist with processing trust, reserve and payroll-related transactions under direction, maintaining confidentiality and accuracy.
- ★ Provide guidance and training to staff on finance systems and processes, fostering consistent and efficient financial practices across the organisation.
- ★ Role is expected to deliver a high standard of customer service and actively participate in the organisation's call flow by professionally managing incoming telephone enquiries and directing them appropriately.
- ★ Provide responsive and reliable back-up support across the Corporate Strategy & Performance Directorate to ensure continuity of operations and service delivery.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Formal qualifications relating to Finance & Accounting.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills (written and verbal) with the ability to provide quality customer service.
- ★ Highly developed, strong organisational skills and the ability to successfully handle multiple priorities and meet competing deadlines.
- ★ Demonstrated experience in financial administration, including accounts payable, accounts receivable, reconciliations and debt recovery with the ability to interpret and apply relevant legislation, policies and guidelines.
- ★ Advanced computer skills with experience with Microsoft Suite, particularly Microsoft Outlook, Excel & Word, Nitro and Synergy (or ability to learn Synergy)
- ★ Commitment to maintaining confidentiality and exercising sound judgement in handling sensitive financial information.
- ★ Demonstrated initiative and willingness to support continuous improvement in financial services and internal procedures.

DESIRABLE CRITERIA

- ★ Previous experience in Local Government financial operations.
- ★ Capacity to provide support and facilitate staff enquiries on finance processes and systems.

POSITION COMPETENCIES

Experience	
Focus of Role	Administrative
Experience Level	Knowledge gained through a combination of education, training or experience
Tasks	
Context Method	Standard application within field of expertise or depth / breadth of technical, trade or administrative expertise.
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Solve standard problems within an established framework.
Judgement	Interpret and apply from a combination or range of responses within an established framework.
Supervision and Independence	
Level of Supervision	Routine direction is given on tasks with some latitude given. Checking is selective rather than constant.
Organisational Relationships and Impact	
Work Area Relationships	Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related policies and activities is considered.
Public/Other Staff Relationships	Provide advice or assistance based on depth of knowledge, including information on procedure, rules or techniques.
Impact	Decisions made directly impact own work area and related work areas

Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Planning & Organisation Skills	Advanced: Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Fundamental: Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Fundamental: Decisions made impact on local work areas and team.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

REMUNERATION AND BENEFITS

The successful applicant will join the Corporate Strategy & Performance Team with a starting salary from \$ 92,970.80 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$ 1,201.11 p/a District Allowance*

\$ 5,916.14 p/a Housing Allowance*
\$ 1,564.41 p/a Annual Leave Loading 17.5%
\$ 12,010.57 p/a Superannuation (Statutory)
\$ 2,001.76 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
\$ 3,500.00 Retention bonus upon completion of 3 years of service*
\$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave*
38 Hours of Paid Volunteer Emergency Services Leave*

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.