



Part-Time Accounts Payable Officer

Position Number:	TBC	Department	Corporate Strategy & Performance
Level:	4	Award:	May be covered under Local Government Officers' Award
Remuneration:	\$77,723.75 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:	Accounts Payable Team Lead	Direct Reports:	Nil
Last Reviewed:	Acting Manager People, Culture & Wellbeing	Date:	18/05/2026
Approved:	Executive Manager Corporate Strategy & Performance	Date:	18/05/2026

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 Accounts Payable Officer is responsible for the accurate, timely, and compliant processing of creditor payments, while also contributing to a high standard of internal and external customer service.

The role supports strong financial governance by ensuring all payments are appropriately authorised, recorded, and reported in accordance with legislative requirements, internal controls, and Shire policies, and by actively participating in customer service delivery, including shared call flow responsibilities.

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

1. Accounts Payable Processing

- ★ Process supplier invoices accurately and within required timeframes.
- ★ Match invoices to purchase orders and confirm appropriate approvals in line with delegated authority.
- ★ Allocate expenditure to correct general ledger accounts, cost centres, and projects.
- ★ Prepare creditor payment runs for review and approval.
- ★ Maintain accurate and up-to-date creditor records, including ABN and banking details.
- ★ Monitor invoice queues and follow up outstanding approvals.

2. Financial Governance & Compliance

- ★ Ensure all transactions comply with:
 - ★ Local Government Act 1995 (WA)
 - ★ Local Government (Financial Management) Regulations 1996 (WA)
 - ★ Internal financial management, procurement, and delegation policies
- ★ Maintain appropriate audit trails and supporting documentation for all payments.
- ★ Identify duplicate, incorrect, or non-compliant invoices and escalate as required.
- ★ Support adherence to separation of duties and internal control frameworks.

3. Reconciliation & Reporting

- ★ Perform regular creditor reconciliations and investigate discrepancies
- ★ Assist with month-end processes, including accruals and cut-off procedures.
- ★ Contribute to preparation of financial reports and audit schedules.

4. Stakeholder Engagement & Customer Service

- ★ Provide timely, professional, and courteous responses to internal and external enquiries, including supplier and staff queries
- ★ Participate in the organisation's customer service call flow, responding to inbound calls and directing enquiries appropriately.
- ★ Deliver a high standard of customer service consistent with the Shire's values and service expectations.
- ★ Liaise with suppliers to resolve invoice discrepancies, payment enquiries, and account issues.
- ★ Work collaboratively with internal departments to support correct procurement, receipting, and invoicing practices.

- ★ Assist in managing customer interactions in a way that supports efficient service delivery and positive stakeholder relationships.
- ★ Contribute to whole-of-organisation service delivery by supporting shared administrative and customer service functions as required.

5. Continuous Improvement

- ★ Identify opportunities to improve accounts payable processes and efficiencies.
- ★ Assist in implementation of system and process improvements (e.g. procurement systems, automation).
- ★ Contribute to a culture of accountability, compliance, and continuous improvement within the Finance team.

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.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Demonstrated experience in accounts payable, finance administration, or similar role.
- ★ Sound understanding of invoice processing, reconciliations, and creditor management.
- ★ Strong attention to detail and high level of accuracy.
- ★ Ability to manage competing priorities and meet deadlines
- ★ Well-developed communication and interpersonal skills.
- ★ Proficiency in Microsoft Office, particularly Excel.
- ★ Ability to maintain confidentiality and exercise discretion.

DESIRABLE CRITERIA

- ★ Experience working within Local Government in Western Australia.
- ★ Familiarity with financial systems such as SynergySoft.
- ★ Understanding of procurement and purchasing processes.
- ★ Relevant qualification (e.g. Certificate IV in Accounting, Bookkeeping, or Finance).

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 \$ 77,723.75 per annum, plus allowances (if eligible) and superannuation. (Pro-Rata for Part Time)

Other cash benefits include but not limited to

- \$ 1,201.11 p/a District Allowance* (Pro-Rata for Part Time)
- \$ 4,592.48 p/a Housing Allowance* (Pro-Rata for Part Time)
- \$ 1,307.85 p/a Annual Leave Loading 17.5% (Pro-Rata for Part Time)
- \$ 10,022.08 p/a Superannuation (Statutory) (Pro-Rata for Part Time)
- \$ 1,670.35 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 3,500.00 Retention bonus upon completion of 3 years of service* (Pro-Rata for Part Time)

\$ 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.