

# POSITION DESCRIPTION



Date: 24 February 2026

## 1. Position Identification

<b>Title:</b>	Finance Officer Payroll				
<b>Position Number:</b>	PE.RE.94	<b>Level:</b>	7	<b>Agreement:</b>	Shire of Exmouth Industrial Agreement 2025
<b>Department:</b>	Corporate and Community Services				
<b>Section:</b>	Finance				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Manager Finance
<b>Direct Reports:</b>	Nil

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the Manager Finance, the Finance Officer Payroll is responsible for delivering accurate, timely and compliant payroll services for the Shire of Exmouth.

## 5. Key Objectives

Accurately and efficiently maintain all payroll records which includes the timely preparation of fortnightly pays ensuring compliance with the industrial agreement, contracts, legislation and Council policies and procedures.

In liaison with Human Resources and the Shire's insurance company ensure the accurate and timely claim for Workers Compensation expenses.

In liaison with the Finance Officer Accounts Payable ensure that Council members are paid accurately and in a timely manner.

Assist the Manager Finance in preparation of annual salaries and wages budget figures.

## 6. Key Responsibilities

### ***Payroll***

Maintain employee payroll records in the computerised finance system in accordance with Council procedures including new starters, terminations, variations and position changes

Prepare and process end-to-end payroll on a fortnightly cycle in accordance with relevant awards, enterprise agreements, contracts, and legislation. Fortnightly payroll processes include, but are not limited to, reviewing timesheet submissions for accurate allocation of staff time, maintaining leave entitlements, payment of allowances, deductions, superannuation, PAYG and reconciliation of gross wages.

Calculate and process all employee termination pays in accordance with ATO requirements.

Administer and process salary packaging arrangements, included but not limited to novated leasing arrangements.

Ensure all payroll transactions are accurate, authorised and compliant with internal controls.

Accurate and timely processing and payment of Council member allowances and superannuation.

Work collaboratively with the human resources (HR) function and other stakeholders to ensure consistent application of policies and procedures.

Monitor and recover wages and other expenses for open workers compensation claims.

Perform end of month / end of year reconciliations and procedures

Provide responsive, accurate advice to employees and managers on payroll matters.

Support training and guidance for staff on payroll processes where required.

Conduct payroll audits as required.

Collate and provide payroll related data and reports as required, including compliance reporting.

Maintain payroll systems and support system upgrades and/or process improvements

## **General**

Demonstrate high level of integrity and professionalism in managing confidential employee information

Assist with responses to audit queries.

Support other areas of the finance team when required.

Any other duties consistent with the level of this position.

## **7. Risk Management and Workplace Health and Safety**

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

## **8. Qualifications and Work Experience**

### **Mandatory Requirements**

- Hold a current national “C” class driver’s license.
- Valid Australian Work Rights.
- Current Police Clearance (no older than 6 months)

### **Essential**

- Demonstrated relevant experience in a similar role.
- Demonstrated ability to handle sensitive and confidential information with discretion and sound judgement.
- Working knowledge of payroll, taxation and superannuation requirements and legislation.
- Experience with computerised payroll and financial management systems
- Experience in understanding and interpreting awards or agreements under which employees are paid.
- Proficiency with Microsoft Office applications.
- High level of accuracy and attention to detail.
- Highly organised with the ability to prioritise and manage multiple tasks simultaneously.
- Strong communication skills and the ability to work collaboratively.
- Ability to demonstrate and support the values of the Shire of Exmouth.

### **Desirable**

- Previous experience in local government.
- Certificate level qualification in payroll, accounting, business administration or a related field
- General accounting and finance experience

*Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.*