

POSITION DESCRIPTION



Date: 2/9/2026

1. Position Identification

Title:	Senior Finance Officer				
Position Number:	NEW	Level:	8	Agreement:	Shire of Exmouth Enterprise Agreement 2025
Department:	Corporate and Community Services				
Section:	Finance				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Manager Finance Services
Internal relationships:	Human Resources Corporate Services All Staff / Internal Departments
External relationships:	WALGA Government departments Financial Institutions Auditors
Direct Reports:	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 Services, the hands-on Senior Finance Officer coordinates and assists in the day-to-day receivable and payable functions for the Shire, whilst assisting the Manager Finance Services in the provision of accounting support services in accordance with the requirements of the *Local Government Act 1995* and other Regulations, Australian Accounting Standards and Council Policy.

5. Key Objectives

Assist the Manager Finance in maintaining Council's financial records in accordance with Australian accounting standards, the Local Government Act 1995, associated regulations and Council Policy.

Ensure effective and efficient coordination and hands-on assistance of the day-to-day accounts receivable and payables functions.

Assist the Manager Finance Services in the timely provision of accurate and informative monthly financial reports for Council.

Assist the Manager Finance Services in preparation of Mid-Year Budget review and Annual Financial Statements.

Assist the Manager Finance Services in supporting internal business units in relation to understanding their financial management accountabilities.

Relief Finance Officer roles (Payables, Receivables, Rates, Payroll) during periods of absence.

6. Key Responsibilities

Finance

Coordinate and assist in day-to-day financial activities including treasury, accounts payable and accounts receivable.

Relief Finance Officers (Payables, Receivables, Rates, Payroll) during periods of absence.

Maintain strong internal controls and contribute to continuous improvement of financial systems and processes

Ensure compliance with GST Laws, reconciliation of GST account and submission of monthly Business Activity Statements

Assist with preparation and submission of the Fringe Benefit Tax return.

Maintain integrity the of chart of accounts through balance sheet reconciliations, subsidiary ledger and control account reconciliations, expense/revenue allocation and journal processes.

Preparation of the Monthly Financial Report for presentation to Council, ensuring compliance with accounting standards, regulations and policies.

Assist the Manager Finance Services with delivery of accurate and compliant Annual Financial Statements within statutory timeframes.

Assist the Manager Finance Services with preparation of Audit Improvement and Risk Committee Agenda reports and Council Meeting Agenda Reports relevant to the position, including but not limited to Insurance claims, Debt Collection, Audit Results and adoption of Annual Financial Statements and Budget Reviews.

Assist the Finance Manager with preparation of the mid-year budget review, including variance analysis and Council Agenda reports for presentation to Council within statutory timeframes.

Assist with the coordination of internal and external audit processes, including preparation of working papers and responses to audit queries.

Assets

Assist the Manager Finance Services maintaining the Shire Asset Register ensuring compliance with relevant accounting standards and Council Policy, including recognition, valuation, re-valuation, depreciation, impairment and disposal of capital assets.

Assist the Manager Finance Services maintaining the Shires 'minor asset' register.

Assist the Manager Finance Services maintaining appropriate reporting and internal controls over inventory including annual stocktakes are performed and registers are updated accordingly. Request more frequent stocktakes where required.

Payroll

Relief Payroll Officer during periods of absence.

Systems and Process Improvement

Assist the Manager Finance Services supporting the administration and optimisation of financial management systems and related software

Identify opportunities to streamline processes, improve data integrity and enhance financial reporting capability

Provide training and support to staff on financial procedures and system use

General

Assist the Manager Finance Services in preparation of statistical returns.

Build effective and professional working relationships with internal departments to support financial literacy and accountability.

Support other areas of finance team when required.

Other duties as requested.

7. Leadership Capabilities

Results driven, demonstrated by actively leading continuous improvement initiatives

Drive a high performing, customer focused culture where accountability, innovation, and excellence are valued

High level of personal integrity and self-awareness, seek feedback and developmental opportunities

Excellent communication skills with the ability to translate complex financial information for non-financial audiences

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the OH&S Act 1984 and other relevant regulations, codes of practice and guidance notes. These include but are not limited to the following:

- Providing a safe working environment that is free of hazards for employees, volunteers, contractors and visitors;
- Actively promoting a safe and healthy workplace and lead by example;
- Consulting with workers on all safety related activities;
- Ensuring all identifiable hazards are risks assessed and control measures are in place to manage and/ or eliminate;
- Ensuring all incidents within their work area are reported and adequately investigated to prevent recurrence;
- Ensuring employees are provided Personal Protective Equipment (PPE) and use it;
- Ensuring employees have safe methods of performing the required tasks and those methods are documented;
- Ensuring employees are adequately trained and assessed as competent for relevant tasks;
- Ensuring employees are adequately supervised; and
- Actively promoting and participating in the Work Injury Management Program of relevant employees.

9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supports diversity and a culturally sensitive workforce.

Champion and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

10. Qualifications and Work Experience

Essential

- Tertiary qualifications in accounting, finance or related discipline
- Demonstrated experience in financial administration, accounting or related roles
- Strong understanding of accounting principles and financial reporting
- Proficiency with financial management systems and Microsoft Office applications
- High level of accuracy, attention to detail and analytical capability
- Strong communication skills and the ability to work collaboratively across teams
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- CA or CPA qualification (or progress towards)
- Previous experience in local government or public sector finance
- Knowledge of local government financial frameworks and legislative requirements
- Ability to manage competing priorities and meet deadlines

Mandatory Requirements

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

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.