



Employment Opportunity

Senior Finance Officer

FULL TIME ROLE

Fixed Term Contract to 31/10/2026

Hourly Wage \$45.1353

Level 6, Local Government Officers' (Western Australia) Award 2021

A great full time opportunity exists for a dynamic and professional individual to join the Shire of Brookton as the Senior Finance Officer.

The Senior Finance Officer role is part of the Shire's finance team with responsibility for:

- Perform a range of Local Government finance functions in conformity with legislative requirement.
- Provide support to the Administration and Finance Team.
- Preparation of reports pertinent to the functions of this position.
- Provide support to the payroll functions as required.
- Support the Manager Corporate & Community with general functions and assisting in maintaining the Shire's financial systems and procedures.

To be considered, you will need experience in an administrative finance role, great computer and IT skills and attention to detail with excellent communication skills. Local government finance or administration experience would be highly desirable, but not essential.

In return the Shire is offering a remuneration package including:

- Full time fixed term contract to 31/10/2026
- Hourly wage \$45.1353
- Superannuation of up to 15.5%
- 4 weeks annual leave per annum with leave loading

The Shire of Brookton offers great benefits such as a health and wellbeing program, additional matching co-contribution superannuation, flexible working arrangements, and free access to the Brookton Gym and the Brookton Aquatic Centre.

Further information is available on the Shire's website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Mrs. Deanne Sweeney, Manager Corporate and Community on 0418 422 498.

Applications should be addressed to the Chief Executive Officer, or emailed to ceo@brookton.wa.gov.au, marked "Confidential – Senior Finance Officer".

This position will remain open until a suitable applicant is appointed.

Please note - applications from previous candidates will not be considered.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position, and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton.

Your application should consist of at least:

Covering Letter

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to ceo@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

EMPLOYMENT CONDITIONS

Salary Package:

The offered Salary Package includes:

| COMPONENT | Level 6 |
|--|----------------------|
| Base Salary (cash component) | \$ 89,187.35 |
| Superannuation (12%) | \$ 10,702.48 |
| Superannuation 3.5% - subject to employee matching | \$ 3,121.56 |
| Package Total | \$ 103,011.39 |

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| Position | Senior Finance Officer |
| Location | Shire of Brookton, Administration Office |
| Industry Award | Local Government Officers' (Western Australia) Award 2021 |
| Classification | Level 6 |
| Base Salary (cash component) | \$ 89,187.35 |
| Tenure | Fixed Term Contract Full Time Position to 31/10/2026 |
| Hours of Work | 76 hours per fortnight |
| Superannuation | 12% Guarantee fee plus up to an additional 3.5% employer matching |
| Housing | There is no Shire accommodation allocated to this position – but may be negotiated. |
| Leave Entitlements | Four (4) weeks annual leave per year - 17.5% loading Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Operational Guidelines Other personal leave as set out in accordance with the Award |
| Uniform | As per Shire Operational Guidelines Employee Uniforms |
| Probationary Period | A six-month probationary period applies to this position |
| Pre-Employment Medical | Candidates may need to complete a health-assessment and drug and alcohol screen as part of the selection process |
| National Police Clearance | Candidates may need to complete a National Police Clearance (dated within 3 months of the position closing date) as part of the selection process |

Work Place Address:

Shire of Brookton Administration, 14 White Street, Brookton.

Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement

All conditions are in accordance with the Local Government Officers' (Western Australia) Award 2021.

GENERAL EMPLOYMENT INFORMATION

Salary

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Hours of Work

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Officers' (Western Australia) Award 2021.

In order to accrue a monthly Rostered Day Off (RDO) you will be required to work 80 hours per fortnight. You will be paid for 76 hours with the remaining four hours accruing towards one Rostered Day Off per month.

These hours are worked as a 19-day month made up as follows:

Monday to Friday

8am to 4.30pm

30 minute lunch break

RDO to be taken at a time/day, as agreed with the CEO

Meal Break

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Overtime

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of the Local Government Officers' (Western Australia) Award 2021.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases

Your salary will increase automatically in accordance with the provisions of the Local Government Officers' (Western Australia) Award 2021.

Superannuation

Compulsory Occupational Superannuation contributions (currently 12% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the Aware Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 3.5%. Subject to compliance with legislative requirements, your additional superannuation contributions may be made on a salary sacrifice basis.

Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- due to personal illness or injury; or
- for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support (carer's leave) or who requires care in an unexpected emergency.

The amount of personal leave to which an employee is entitled depends on the length of time worked for the Shire as indicated below:

| Length of time worked for Shire of Brookton | Personal leave (days) |
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| On commencement | 10 |
| On commencement of 2nd and 3rd year of continuous service | 10 |
| On commencement of 4th and subsequent years | 12 |

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

Compassionate Leave

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave

You are entitled to a period of 4 weeks of Annual Leave per year of service.

Annual leave shall be given and taken at such times mutually convenient to the Shire and the employee.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

TITLE: SENIOR FINANCE OFFICER

PURPOSE: The objectives of this position are to:

- Perform a range of Local Government finance functions in conformity with legislative requirement.
- Provide support to the Administration and Finance Team.
- Preparation of reports pertinent to the functions of this position.
- Provide support to the payroll functions as required.
- Support the Manager Corporate & Community with general functions and assisting in maintaining the Shire’s financial systems and procedures.

| KEY RESPONSIBILITIES | REQUIREMENTS |
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| <p><u>Financial Functions:</u></p> <ul style="list-style-type: none"> • Ensure integrity of financial information systems and data. • Maintain & reconcile the Asset register and Minor Asset listing accounts monthly. • Complete Asset acquisitions and disposals in a timely and compliant manner. • Prepare and Balance all end of year Asset processes. • Complete General ledger reconciliations. • Preparation of monthly reports for management & Council reports relating to monthly. finance activities & any other reports as required of the position. • Conduct policy and procedures reviews quarterly. • Maintain Name & Addresses database. • Prepare invoices and balance debtors system. • Prepare invoices and balance Depot Standpipe Water usage. • Perform other finance duties as requested. • Balance Building Service Levy and Building Construction Industry Training Fund ledgers. • Maintain asset register and minor asset listings. • Run depreciation monthly/calculate depreciation rates on Plant & Equipment. • Prepare documentation and update information following Fair Value. • Maintain Council’s insurance portfolio, ensuring adequate insurance cover for all assets. • Submit and manage all insurance claims and maintain insurance schedules. • Complete annual insurance declaration. | <p>Experience & Qualifications Required: <u>Essential:</u></p> <ul style="list-style-type: none"> • ‘C’ Class Driver’s Licence • A minimum of Certificate IV or Diploma in either Accounting/Finance/Business functions or 3 years’ experience in the same or a similar position within a government context. • Organisation and customer service experience. • An understanding of functions, standards, and practices pertinent to Finance including a knowledge of the relevant legislation and Accounting Standards. • The ability to interpret and understand legislation and policy pertinent to this position. • Proficient time management and organisational skills with a high level of attention to detail. • Excellent oral and written communication skills with the ability to act with diplomacy, empathy and tact. • Competency in keyboard and computer literacy skills, including proficiency with spreadsheets, preferably MS Excel, Word processing using MS Word. |

- Perform other finance duties as requested.
- Perform a range of Local Government finance functions in conformity with legislative requirement.
- Preparation of reports pertinent to the functions of this position.
- Provide general support/supervision to the Finance and Administration Team.
- Provide support to the payroll functions as required.
- Support the Manager Corporate & Community with general functions and assisting in maintaining the Shire's financial systems and procedures.
- Daily bank receipting.
- Prepare bank reconciliations for Municipal, Trust, Bond and Reserve Funds.
- Preparation of monthly Business Activity Statement.
- Monthly Fuel reconciliation and allocation.
- Assist with management of the Shire's investment portfolio.
- Ensure end of month processes and requirements are completed as per timelines.
- Process EOM & EOY journals as required.
- Run EOM processes for the following: Open new periods, balance reserves, responsible officers reports, monthly report for Council.
- Administration for IT and Synergysoft Administration as required.
- Balance and Reconciliation of council's loan accounts.
- Prepare and review grant acquittals.
- Maintain the Finance Procedures manuals.
- Internal auditing of the Shire's financial systems.
- Manage the preparation for, and during external audits.
- Assist with financial projects as required.
- Prepare financial reports as required.
- Provide back up for the payroll processing and support to the Manager Corporate & Community as required.

Desirable:

- An understanding of Local Government Financial Functions and processes including use of Synergysoft.
- An understanding of Local Government Rates and processes.
- A formal post-secondary or tertiary qualification in a discipline relevant to finance and/or business administration.
- Working knowledge of a local government and other spheres of government
- An understanding of general legislative requirements (including accounting standards, Privacy Act, OH&S and so on) relevant to the position.

Behaviours:

- Highly developed interpersonal and customer relations skills with an ability to understand the confidentiality aspects of the position.
- Ability to work as a team member and autonomously with minimum supervision.
- Friendly, discrete, sensitive and punctual.
- Ability to liaise with a wide range of people from diverse social and cultural backgrounds.
- Understands and makes the best use of available resources including systems, policies,

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| <ul style="list-style-type: none"> • Maintain Car logs and balancing of Fringe Benefit Tax including preparation & submitting of return. <p><u>Rate Functions:</u></p> <ul style="list-style-type: none"> • Undertake the processing of Rates in a timely manner and in conformity with legislative requirements. • Conduct Rates Modelling for Council • Perform property changes including amalgamations/subdivisions/valuation changes as per Landgate schedules and raise interims • Arrange stationary required for rates billing • Arrange Rates Incentive prizes and all relevant documentation required for billing • Complete bin services reconciliation against Waste providers invoices • Arrange bin services for ratepayers including replacements • Annually review Fees & Charges relevant to Rates • Raising of rate notices following adoption of annual budget. • Issuing of rate instalment notices. • Balance Rates monthly to ensure compliance. • Raising of overdue interest on rates monthly. • Process all property enquiries for advice of sale. • Prepare and submit pensioner rebate claims. • Ensure integrity of financial information systems and data including debt collection. <p><u>Other:</u></p> <ul style="list-style-type: none"> • Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OH&S responsibilities are met and promoted by complying with the Shire's OH&S | <p>and procedures information and communication technology.</p> |
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| <p>policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.</p> <ul style="list-style-type: none"> • Participate in developing safe work procedures and participate in training appropriate to the position and for OHS. • Participate in developing safe work procedures and participate in training appropriate to the position and for OHS. • Ensure all duties are carried out in a professional manner consistent with the Shire’s Code of Conduct, Council policies and procedures. • Perform other duties as requested by management within the incumbent’s skill and ability. | |
| <p><u>Conditions of Employment:</u></p> <p>CLASSIFICATION: Local Government Officers’ (Western Australia) Award 2021 depending upon qualifications and skills.</p> <p>LOCATION: The position will be located at the Shire of Brookton Administration Office, 14 White Street, Brookton.</p> | <p><u>Reporting Relationships</u></p> <p><u>Reports to:</u></p> <p>Manager Corporate & Community</p> |
| <p>This position has been reviewed November 2025</p> | <p><u>Incumbent:</u></p> <p><u>Name:</u></p> <p>Date:</p> <p>Signature:</p> <p>DIRECT MANAGER:</p> <p><u>Name:</u></p> <p>Date:</p> <p>Signature</p> |

Organisational Structure

August 2025

