

Senior Finance Officer
Information for Applications



Two Rivers Memorial Park

Applications close

4pm 10th February 2025

For more information contact:

Andrea Pears

financemanager@uppergascoyne.wa.gov.au

Tel: 08 9943 0988



Position Title	Senior Finance Officer
Level	Negotiated under the Local Government Officers (WA) Award 2021
Cash Component	\$100,000 - \$105,000 (dependant on experience and qualifications)
Housing	Brand New 3x2 House inclusive of rent and utilities
Division	Finance & Corporate Services
Reports to	Manager of Finance & Corporate Services

The Shire of Upper Gascoyne has an excellent opportunity for a highly skilled and experienced Senior Finance Officer to join our dynamic team. The successful candidate will play a pivotal role in our finance department, contributing to the efficient processing of journals, reconciliations, and financial reports. If you have a passion for finance, excellent attention to detail, and a desire to make a difference, we want to hear from you.

Key responsibilities of the position will include:

- Provision of month end functions incorporating general ledger reconciliation and review.
- Management of fixed asset register, fair value revaluation and reconciliation.
- Assist with audit and budget preparation.
- Provide support to accounting functions and processes as required. ie payroll, creditors, debtors and bank reconciliations.
- Management of insurance policies, claims register and submissions.
- Rate enquiries contact in conjunction with rates officer.
- Management of grants register inclusive of grant acquittals preparation and assistance to internal stakeholders.
- Provide the team with general accounting support and guidance.

An attractive remuneration package will be offered including a **Brand New 3x2 House** inclusive of rent and utilities.

In order to be considered for the position, you must be able to demonstrate your suitability for the role.

In addition to a resume, applications should include a covering letter which clearly outlines why you are interested in the position, local government or other relevant finance experience, and other relevant skills and experience as requested in the application criteria.

An application package is available on the Shire's website

<https://www.uppergascoyne.wa.gov.au/council/our-region/employment.aspx> or by contacting **Andrea Pears on 9943 0988**. Applications close 4:00pm on Monday 10th February 2025, however the Shire of Upper Gascoyne reserves the right to close the advertising at an earlier date. Applications should be marked 'Private & Confidential – Senior Finance Officer, addressed to financemanager@uppergascoyne.wa.gov.au.

The canvassing of Shire Staff and/or Elected Members will disqualify potential applicants from this process.

The Shire of Upper Gascoyne is an equal opportunity employer.

John McCleary, JP, bBus
Chief Executive Officer

Employment Package

Salary is in accordance with the Local Government Officers (WA) Award 2021 to be negotiated depending on qualifications and experience.

A summary of the benefits available are:

Per annum	\$ Minimum	\$ Maximum
Cash Component	\$ 100,000	\$ 105,000
Superannuation (SGC — 11.5%)	\$ 11,500	\$ 12,075
Additional Superannuation (5%)*	\$ 5,000	\$ 5,250
Housing Subsidy (Rent Free)	\$15,600	\$ 15,600
Uniform Allowance	\$ 500	\$ 500
Utilities Allowance	\$ 5,200	\$ 5,200
Total Package:	\$ 137,800	\$ 143,625

Cash Component

Council will negotiate an annual cash component of between \$100,000 and \$105,000 with the successful applicant, depending on experience and qualifications.

*Superannuation

Council contributes 11.5% compulsory superannuation. Employees have the opportunity to contribute further to a superannuation scheme if they choose to with Council matching up to an additional 5%.

Council has also endorsed the principles of salary sacrificing for superannuation.

Rent Subsidy

A Brand New 3x2 bedroom house, complete with basic furniture included, will be provided rent free.

Housing Utilities Subsidies

Council will meet all water, gas and electricity consumption expenses and will pay line rental charges for the home phone if required.



Relocation Expenses

Relocation expenses will be paid based on the lowest of three quotes up to a maximum of \$7,000 as per Council Policy. Payment of relocation will be made with a 50% payable on arrival and 50% after 12 months service and on the condition the applicant will repay 50% of that cost if the employment is terminated for any reason within the first 12 months.

Uniforms

Council provides an allowance of up to \$500 per year towards the purchase of uniforms.

Conferences and Professional Development

Council will meet the costs of registration and accommodation of approved (by the CEO) conferences and other professional development costs.

Retention Bonus

Council will provide a return airfare from Carnarvon to Perth and Return or a Fuel Voucher after each year of service – valued at approximately \$500.

About Your Application

Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to financemanager@uppergascoyne.wa.gov.au is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

Addressing Selection Criteria

To be considered for this role you must submit a written application demonstrating your suitability for the role outlining your experience.

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g. name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.



Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

****It is courteous to contact your referees for approval prior to nominating them in the application.***

Closing Dates for Applications

Vacant positions with the Shire of Upper Gascoyne are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Upper Gascoyne Office.

Late Applications Will Not Be Accepted

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Upper Gascoyne by telephone to organise a convenient time to conduct the interview.

Preparing for the Interview

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

The Interview Process

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

After the Interview

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and



completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

All unsuccessful applicants will be notified in writing.

Working for the Shire of Upper Gascoyne

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the relevant (WA) Award, the Minimum Conditions of Employment Act 1993 (WA) and Council's adopted Code of Conduct. All or some of the following benefits may apply to your position at the Shire of Upper Gascoyne:

Local Government Career

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference. Hours of Work Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

Rostered Day Off (RDO)

A RDO system is in place for eligible Shire employee's, dependant on their role. with one day off per month for full-time Administration.

Up to 15% Superannuation (combined contribution)

As well as the required 11.5% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 5%.

Annual Leave - 17.5% Leave Loading for employees not defined as casual and five weeks annual leave is payable after 12 months' service in accordance with position.

13 Weeks' Long Service Leave

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia in line with regulations.

Personal Leave

Personal/Carer's and Bereavement leave is as per the Minimum Conditions of Employment Act 1993 (WA).

Employees Training and Development Opportunities

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

Probationary Period

A position may be subject to a probationary period.



Competitive Salary

A competitive salary will be offered relevant to the position level within the Shire.

Annual Performance Reviews

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position. The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

Subsidised Corporate Uniform

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform. All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

Smoke Free Working Environment

The Shire Administration Office, Depot, CRC, and all work places including vehicles are smoke-free working environments.

Health and Wellbeing Programme

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sun screen checks and full health assessments. These programmes are free to employees.

Equal Opportunity Employer

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Employee Corporate Functions (e.g. Farewell & Christmas Functions)

The Shire provides an annual Christmas Function for all employees and their families as well as other occasional functions throughout the year.

Friendly Work Environment

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

Family Friendly Environment

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

The Shire office is within walking to Gascoyne Junction Remote School for those with children.

Counselling Services

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

About Us

The Shire of Upper Gascoyne is one of Western Australia's most remote local governments covering an area of some 57,809 square kilometres. The Shire encompasses a number of communities including the Gascoyne Junction township, Woodgamia Aboriginal Community and Burringurrah Aboriginal Community, with its main industries being Pastoral, Mining Exploration and Tourism.

The Shire of Upper Gascoyne has a population of approximately 250, with the town offering a range of facilities and activities for residents.

Gascoyne Junction Township is home to the Shire of Upper Gascoyne and is situated 176km east of Carnarvon. Gascoyne Junction is the gateway to the Kennedy Range National Park and Mount Augustus National Park. Gascoyne Junction is also where Western Australia's two longest rivers the Gascoyne and Lyons meet. Wildflowers carpet the Shire from July to September each year.

The Junction Pub & Tourist Park is the main business in Gascoyne Junction providing a range of accommodation to visitors to our region, a roadhouse and convenience store along with a Pub serving meals 7 days a week.

The Gascoyne Junction Museum, the ANZAC Memorial Statue, Two Rivers Memorial Park and the Waterhole should be on each visitors to do list. A children's playground is located at Federation Park alongside the Gascoyne Junction Pavilion (a fully air-conditioned venue available for hire and also the venue of our annual Community Christmas Party), a rotunda, providing shade for a lunchtime stop as well as free gas BBQ and wood fired pizza oven. The sports oval with cricket pitch and tennis courts in the centre of town is the focus for sporting activities within the Shire.

Public Toilets are located at Two Rivers Memorial Park on Carnarvon- Mullewa Road and inside the Community Resource Centre during opening hours.

The town includes a Remote Community School, a Community Resource Centre (CRC) and also has a sealed air-strip with pilot activated lights (PAL) which is used by the Royal Flying Doctor Service.

The mighty Gascoyne River at 760 kms in length is the longest river in WA, and possibly the driest! It's known as the upside-down river, because although there are huge flows of water well beneath the surface with only a small number of isolated pools visible in the long and winding course of the riverbed.



Kennedy Range



Gascoyne River Water Hole



Mount Augustus



Shire Administration Building and Community Resource Centre

The Shire of Upper Gascoyne constructed a tavern/roadhouse and caravan park that is a large attraction to visiting tourists. Whilst Council is the owner of this great facility it is currently leased out to a private operator.



Tavern and Roadhouse

POSITION DESCRIPTION

Position Title	Senior Finance Officer
Level	Negotiated Contract under Local Government Officers (WA) Award 2021
Division	Finance & Corporate Services
Reports to	Manager Finance & Corporate Services
Date Last Reviewed	04/10/2024

Our Vision Statement	The Shire of Upper Gascoyne will be a sustainable service base supporting our local community and industries.
Our Mission Statement	To work with our community to retain and attract people and business to the district.
Our Values	To act with integrity and consistency, pursuing sustainability, but always with the vision of progressing the Shire forward while preserving our lifestyle.
Our Core Team Values	Humility
	Authenticity
	Professionalism
	Passion
	Integrity
	Excellence
By defining and communicating our values we will	Respect, Inclusion and Cohesion
	Be consistent in our customer service delivery.
	Have a shared agreement about our behaviour with each other and with our customers.
	Build on loyalty, trust and our reputation.
	Recruit the right people into our organisation.
	Promote, recognise and reward people who demonstrate these values.
	Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people. We ask that all employees demonstrate these values in the work they do and in the way they do it. What we do is important and how we deliver our service is important.

POSITION OVERVIEW

To provide support to the Finance & Corporate Team. The provision of information to the Manager Finance & Corporate Service. Providing support to other departments with the Shire. This position will maintain Council's financial records in accordance with relevant legislation and associated accounting standards

1. POSITION OBJECTIVES

1.1 Objective(s) of the Position

Responsibility for general ledger, works costings and plant account maintenance
Review and checking of creditors, debtors and general journal batches as required
Insurance policy review and asset register maintenance inclusive of claims management and register
Management of loans, financial reserves, and investments
Assist the Manager Finance and Corporate Services (MFCS) and external accountant with the preparation of the annual budget and budget review
Review and reconciliation of general ledger inclusive of any corrective action as required
Prepare monthly financial activity reports for Responsible Officers and aide in the resolution of any discrepancies and variances
Provide supporting information to the MFCS and external accountant to prepare monthly and annual financial reports including preparation of audit supporting information.
Maintain the Grant Register and assist and/or complete grant preparation and acquittal
Maintain the Asset Register and monthly general ledger reconciliation inclusive of periodic revaluation of assets as per Local Government Act.
Provide support for front of house services, creditors, debtors and payroll functions as required
Maintain stock register for Fuel, Depot and CRC items inclusive of periodic reconciliation of stock.
Provide support to and liaise with the external auditors for Interim, grant and Final Annual Audits.
Review of BAS, fuel tax rebate, TPAR and any other ATO related returns
Preparation of FBT supporting documentation and review of return pre lodgement.
Responsible for assisting in the preparation of the rate model and rate related queries
Assist with preparation of finance related agenda items and research information
Manage collection of rates and debtors in accordance with Council Policy

	Carry out all other duties consistent with the level of this position and as directed by the MFCS to ensure the smooth and efficient operation of the Shire.
	The Council is committed to Occupational Health and Safety in all areas of Council's operations and requires you to comply with the requirements of the Section 20 of the OSH Act WA
1.2 Key Areas of Commitment within Organisation	All staff are to be punctual, professional and presentable at work and during times of Shire representation (i.e. at events or community engagements etc.).
	Always demonstrating the appropriate behaviours and attitudes reflective of the organisation's core values and code of conduct.
	Undertaking tasks and providing support for staff to achieve accurate and efficient customer service that meets the Shire's organisational, legislative and customer requirements.
	Work co-operatively with other team members on all Shire driven projects and initiatives.
	To provide a high standard of work ensuring that accurate and reliable information is provided in a timely manner, whilst being professional, efficient and courteous.
	Carry out all other duties consistent with the level of this position and as directed by the Manager of Finance & Corporate Services to ensure the smooth and efficient operation of the Shire.
2. REQUIREMENTS OF THE JOB	
2.1 Skills	Proven Accounting, Bookkeeping and Business Administration Experience.
	A high level of computer literacy and demonstrated knowledge of Microsoft based applications including but not limited to Word & Excel.
	Sound knowledge and understanding of Synergysoft Accounting software.
	Ability to effectively communicate in cross culture environments.
	Demonstrated ability and strong commitment to customer service.
	High level of verbal and written communication and public relations.
	Ability to be focused and pay attention to detail.
	Excellent problem solving, conflict resolution and decision making skills.
Have a demonstrated commitment to continuous improvements.	
2.2 Knowledge	A sound understanding of the functions of a Local Government Authority.
	A developing knowledge of the local area (continuous self-development).
	Knowledge of the Local Government Act 1995, and Regulations of other Acts and Regulations which effect the operation of the Shire.
	Working knowledge of accounting requirements associated with budgets, payables, receivables, stock/inventory control, monthly reporting, payroll, general accounting functions and sound financial management.
	Working knowledge of Rating procedures
	Working knowledge of Occupational Health & Safety Management.

	Working knowledge of the Local Government Officers' (WA) Award, Municipal Employees (WA) Interim Award and Industrial Relations Act.
3. KEY AREAS OF RESPONSIBILITY & PERFORMANCE EXPECTATIONS	
3.1 Outcome – Customer Service	Develop harmonious relationships with internal and external stakeholders.
	Treat all persons with professionalism, courtesy and respect.
	Take initiative to attend to existing or potential needs of the position.
	Develop and maintain a sense of loyalty and team ownership between members of the Finance & Corporate Services team.
	Promptly attend to enquiries in a courteous and effective manner.
	Assist in the day-to-day functions of delivering services for the Finance & Corporate Services team.
3.2 Outcome - Safety & Health	Operate equipment in accordance with demonstrated safety procedures and proper instruction.
	Comply with Occupational Health and Safety Standards.
3.3 Outcome – Accounting Control	Assist in the accurate and timely completion of financial tasks required, as part of delivering the general day to day operations within the Finance and Corporate Services team.
	Assist in the accurate and timely completion of Monthly Financial reconciliations.
	Process and reconcile both creditors and payroll in a timely manner and as per internal processes and procedures
	Provide support when required, to other members of the Corporate Services team in the delivery of sound financial management to the organisation.
	Assist in the delivery of information required to complete financial audits.
	Accurate and timely completion of other financial tasks and duties as directed by the Manager of Finance and Corporate Services.
3.4 Outcome – Administration	Provide high level finance administration to the organisation.
	Demonstrated commitment to accuracy, efficiency, good presentation and professionalism.
	Promote the Shire in a positive manner at all times when dealing with external contacts.
	Maintain good and accurate record keeping practises that align with legislative requirements and internal policies, processes and procedures.
3.5 Outcome - Revenue	Be a responsible officer and work within the financial budget for the organisation.
4. ORGANISATIONAL RELATIONSHIPS	
4.1 Responsible to	Manger Finance & Corporate Services (Line Manager).
4.2 Internal Liaison	Other members of the Finance & Corporate Services Team
	Chief Executive Officer.
	Manager of Works.

	Other members of the Works Team.
	Contract Accountant.
4.3 External Liaison	Department Local Government, Sport & Cultural Industries
	WALGA
	Other Shire Councils
	Residents and Ratepayers
	Tourists/Visitors.
	Businesses.
	Suppliers.
5. EXTENT OF AUTHORITY	
Extent of Authority	This position works under the direction of the Manager Finance & Corporate Services.
	Assistance is available from the Shire's Contract Accountants, if required.
6. ANNUAL APPRAISAL & KEY PERFORMANCE INDICATORS	
KPI'S	Quality of work.
	Time management and efficiencies in delivery of work.
	Successfully meeting all legislative requirements as per compliance calendar.
	Relationships with Others.
	Overall effectiveness as a team member and contribution to collective team objectives and common goals.
	Safety Record.
	Initiative.
	Commitment, Conduct and Attitude.
7. SELECTION CRITERIA	
Essential Criteria	Financial Management qualifications or extensive experience in a similar role.
	Demonstrated understanding of Local Government Act 1995 and other legislation relevant to financial management.
	Advanced computer skills with experience in the use of Microsoft 365, computerised procurement, payroll, and record keeping.
	Advanced oral and written communication skills including report writing.
	Ability to communicate at all levels of the organisation
	Demonstrated analytical and problem solving skills.
	Proven ability to work in a team environment
	Demonstrated ability in records management
	Proven time management and organisational skills
	Ability to demonstrate a commitment to the Shire's Mission Statement and Core Team Values.
	National Police Clearance (less than 6 months old).
	Hold a current motor vehicle drivers licence.



Desirable Criteria	Relevant qualifications or equivalent experience (3+ years) in Administration and/or Finance (Cert III onward qualifications will be highly regarded).
	Experience in using SynergySoft
	Knowledge of the regions that are located along the Upper Gascoyne border.
	First Aid Certificate.