



POSITION DESCRIPTION

CORPORATE SERVICES
Finance Officer

December 2025

Position Description

FINANCE OFFICER

POSITION	Finance Officer	DIVISION	Corporate Services
AWARD	Local Government Industry Award (IA) 2020	BAND	Band 5/6

POSITION SUMMARY

As part of the Shire of Gingin's Corporate Services team, the Finance Officer works under general direction from the Coordinator Financial Planning & Reporting to perform a broad range of financial functions. This position requires the application of sound discipline knowledge, technical expertise, and professional judgement to deliver accurate and timely financial outcomes that support the strategic and operational objectives of the Corporate Services division.

The role involves contributing to the preparation of statutory and management reports, supporting budget development and monitoring, coordinating financial reconciliations, and maintaining compliance with relevant accounting standards, regulations, and Shire policies. The Finance Officer is expected to exercise initiative and problem-solving skills, particularly where procedures may not be clearly defined, and to provide expert advice and support to lower-classified officers.

The position may involve responsibility for moderately complex financial projects, coordination of workflow within the finance team, and assisting with the development and review of financial systems and procedures. The Finance Officer is also required to contribute to the continuous improvement of financial services, demonstrate a high level of interpersonal skills, and work collaboratively across teams to meet organisational goals.

VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives, and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Service Charter and in an efficient manner.

REQUIREMENTS OF THE POSITION

***Key Selection Criteria** – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Year 12 education levels in English and Mathematics.	☒	☐
Current National Police Clearance (under 3 months).	☒	☐
Current Australian Driver's Licence.	☒	☐
Completion of tertiary, business or equivalent qualifications with relevant experience.	☐	☒

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
At least five (5) years' experience in a financial administration position.	☒	☐
Comprehensive experience of computer systems and software operations, particularly Microsoft Excel.	☒	☐
Previous experience within an administrative office environment.	☒	☐
Knowledge of ledger accounting systems, and budgetary control and financial systems.	☒	☐
Experience in working within a statutory Local Government environment.	☐	☒
Knowledge of the Customer Service and Finance functions of Local Government.	☐	☒

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
Ability to work cohesively, efficiently and effectively in a team environment.	☒	☐
Well-developed numeracy and literary skills.	☒	☐
Excellent interpersonal and communication skills.	☒	☐
Ability to work independently with limited supervision to carry out tasks thoroughly and accurately.	☒	☐
Well-developed time management and organisational skills.	☒	☐

KEY DUTIES

- Contribute to and assist in the preparation and review of monthly, quarterly, and annual financial statements, ensuring accuracy, compliance, and timeliness in reporting.
- Support the preparation and submission of Fringe Benefits Tax (FBT) returns and Business Activity Statements (BAS) in line with statutory and compliance requirements.
- Prepare and consolidate financial data for inclusion in Council and Executive reports, ensuring alignment with the *Local Government Act 1995*, Financial Management Regulations, and Australian Accounting Standards.
- Prepare and provide detailed analysis of cost centre performance and financial variances to support operational decision-making.
- Coordinate and assist with the annual budget process, including liaising with business units to gather inputs and consolidate data for review.
- Support year-end financial processes and audits, including preparation of documentation, reconciliations, and schedules to meet required standards.
- Maintain, reconcile, and monitor financial records for fixed assets, ensuring accuracy and completeness for reporting and asset management purposes.
- Investigate and resolve anomalies in suspense accounts, exercising sound judgment and escalating issues as required.
- Process accounts receivable and payable, including monthly reconciliations, debt recovery actions, and adherence to Shire policies.
- Record, monitor, and reconcile stock levels and inventory data, reporting variances with recommendations for improvement.
- Undertake daily receipting functions and bank reconciliations, maintaining internal controls and accuracy in all financial transactions.
- Monitor and review financial budgets and cost allocations, assisting in the identification and implementation of corrective actions.
- Reconcile income and perform internal audits for specific Shire operations (e.g., Guilderton Caravan Park), ensuring compliance and accuracy.
- Provide financial data and reporting support to other divisions to assist operational planning, reporting, and decision-making.
- Support front-line staff in cash handling procedures and perform reconciliations of cash, cheque, and EFTPOS transactions.
- Provide guidance and support to staff on budget processes, financial procedures, and reporting obligations, including delivery of financial inductions.
- Utilise financial systems and business intelligence (BI) tools to generate accurate, meaningful reports for managers/executives.
- Exercise initiative and professional judgement in performing assigned tasks and identifying opportunities for improvements in financial systems and processes.
- Undertake other duties and responsibilities as directed by the Coordinator Financial Planning & Reporting, Manager Corporate Services, or Executive Manager Corporate Services, consistent with the role's responsibilities and expertise.

WORK HEALTH AND SAFETY

Workers have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

EXTENT OF AUTHORITY

Operates under general direction of the Coordinator Financial Planning & Reporting, within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Chief Executive Officer
- Executive Manager Corporate Services
- Manager Corporate Services
- Coordinator Financial Planning & Reporting

Number of Staff Positions Supervised Directly: 0

Number of Staff Positions Supervised Indirectly: 0

INTERNAL	EXTERNAL
• Chief Executive Officer • Executive Manager Corporate Services • Manager Corporate Services • Coordinator Financial Planning & Reporting • Other Shire staff	• Other government agencies • Contractors • Ratepayers and residents • Members of the public

POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee's Name: _____
(BLOCK LETTERS)

Employee Signature: _____

Date: _____

Signature: _____

Date: _____

James Bayliss
TEMPORARY CHIEF EXECUTIVE OFFICER



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*This document is available in alternate
formats upon request*