



Shire of Northam
Heritage, Commerce and Lifestyle

Position Description



Finance Officer - Corporate Services

Position Summary

Department:	Corporate Services
Job Title:	Finance Officer
Reports to:	Finance Manager
Objective:	To be responsible for undertaking a broad range of financial and administrative tasks and providing backup relief support across core finance functions, including accounts payable, accounts receivable, payroll, rates, and licensing. The role ensures continuity of essential services, maintains compliance with financial and regulatory standards, and supports efficient and accurate financial operations across the organisation
Work Location:	Administration Building – Shire of Northam
Award/Level:	Level 7/1 Local Government Industry Award 2020 (MA000112)
Date Revised:	September 2025

Our Purpose:

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

Our Corporate Values:

Safe	focus on importance of safety in the organisation
Open	engage in two-way communication, with transparency and trust
Accountable	know what you are responsible for, take ownership and deliver
Respectful	demonstrate respect for others' skills, knowledge and differing value systems



Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to SOAR (Safe, Open, Accountable, Respectful) high in our aspirations and work together as an organisation to achieve them.

Responsibilities and Duties

General

- Provide support and relief to the finance team and core functions including rates, Accounts receivable (Debtors), Accounts payable (Creditors), Procurement and payroll.
- Provide support to the Customer Service and Licencing team 1 day per week or relief as required.
- Respond to customer enquiries
- Assist in the review of finance process, workflows and procedures
- Assist in collation of Annual Financial Reporting and Budget documentation as required.
- Respond to departmental enquiries as required
- Prepare regular and ad-hoc accounts reporting as requested by the supervisor.
- Provide support during audits.
- Continually review and improve work methods associated with this role.
- Undertake any other duties as directed by supervisor.
- Respond to other finance related enquiries as directed.

Accounts Receivable (Debtors)

- Undertake all debtors processing of invoices, checking GST status, GL coding and any grant agreements.
- Prepare Fee waiver applications and processing
- Outstanding Debtors follow and providing database updates.
- Prepare monthly reconciliation.
- Maintaining an up to date record of regular recurrent debtors, inclusive of lease payments.
- Identify and investigate errors and make corrections to receipts including receipt reversals.
- Act as backup to reconcile debtors accounts for Recreation Centre, Library, Killara and Visitors Centre.
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Fleet Light Vehicles

- Book servicing and repairs to light fleet.
- Monitor the servicing forecast sheet and contact drivers to advise when services are required.
- Ensure correct tracking of odometer readings and service requirements.

Grants and Sponsorship

- Assist the Finance manager, Accountant and Senior Finance Officer in ensuring the maintenance of the Grant and Sponsorship Smartsheet

- Assist in the completion of grant acquittals ad-hoc.
- Prepare fee waivers for approval.

Insurance

- Assist the Accountant in the review and renewal of insurance policies.
- Assist in claim preparation documentation as a result of injury or damage to property.

Procurement Support

- Assist the Procurement Coordinator in preparation of Tender and Quotation materials and the preparation of the evaluation matrix.
- Assist in regular audits of the procurement process and transactions.
- Assist as required with fleet purchasing including taking vehicles to auction.

Finance Department Reports

- Preparation of budget tracking monthly material as required.
- Preparation and tracking of outstanding purchase orders, liaising with departments responsible officers to ensure the purchasing is resolved prior to 30 June each year and that carry forward purchase orders are kept to a minimum.

Stores and Inventory

Coordinate quarterly stocktake through the relevant departments

Support and Relief

NB: Listed below are roles that may require ad-hoc relief for periods of leave or training and as such although some support may be required independently the intentions is that this will only be ad-hoc relief.

Rates Support

Assist the rates officer to provide updates to the Shires rate book within established timeframes and in accordance with relevant legislation, policies, processes and procedures.

Assist with rating enquiries ensuring that these are addressed, resolved and/or re-directed for resolution.

Assist the rates officer in administering the Shires's pensioners rebate rate and deferment claim processes including processing applications and obtaining necessary approvals from the Office of State Revenue.

Assist with debt recovery and debt collection processes, including negotiating with ratepayers, establishing payment arrangements
Provide relief to the position on an ad-hoc basis for periods of leave or training.

Accounts Payable Support

Ensure creditor records are accurately maintained and verified prior to payment.

Prepare accurate and up to date creditor accounts for payment in a timely manner.

Ensure that creditors are paid within agreed timeframes and according to Council policy and procedures.

Identify, investigate and rectify accounts payable discrepancies.

Maintain purchasing approval workflows, in line with Council's financial delegations and approved staff requests.

Provide relief to the position on an ad-hoc basis for periods of leave or training.

Payroll Support:

Assist in the preparation and processing of payroll and related reporting as required.

Maintain confidentiality of payroll and personnel information.

Organisational

- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Shire of Northam Policies and Procedures.

Work Health and Safety, Employee Requirements

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health & safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Correct utilisation of appropriate personal protective equipment.

- Promoting, maintaining and improving the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Shire of Northam Policies and Procedures.
- Ensuring that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

Child Safety Responsibilities

The Shire of Northam has zero tolerance for child abuse, neglect, and maltreatment. We are committed to creating and maintaining a child safe organisation, where protecting children and preventing harm is embedded in the everyday thinking and practice of all employees and volunteers.

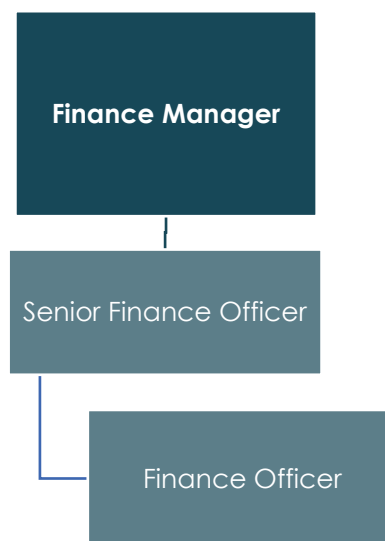
The Shire has specific policies, procedures, and training in place to support employees and volunteers to meet child safeguarding commitments. Please read our Child Safe Awareness Policy on the Shire website.

Position Requirements

Documents	Essential	Desirable
Hold a current unrestricted C Class national drivers' licence.	✓	
Provision of a current National Police Clearance.	✓	
Specialist Skills and Knowledge		
Sound interpersonal and customer service skills, with the ability to work at all levels and in a team environment.	✓	
Ability to work autonomously and solve problems without directions	✓	
Proven time management skills, with the ability to work under pressure, and be well organised	✓	
Accounting qualifications or finance experience within a relevant field. <ul style="list-style-type: none"> • Accounts Receivable / Payable • Payroll • Rates 		✓

High level of computer literacy and proficiency inc. use of Microsoft Word, Excel & Internet applications	✓	
Knowledge of Local Government ERP systems (i.e. Synergysoft, Altus etc)		✓
Experience in a similar position within Local Government		✓

Organisation Structure



General Physical Requirements

Task	Mainly	Frequently	Occasionally	N/A
Stand			✓	
Walk			✓	
Sit	✓			
Handle			✓	
Reach			✓	
Climb/Balance			✓	
Crouch/Kneel			✓	
Talk/Hear		✓		
Taste/Smell				✓

Remuneration

As outlined within the Employment Contract associated with this position.

Authorisation and Acknowledgement

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Employee Signature:

Date:

Contact Us:

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