



Shire of Northam
Heritage, Commerce and Lifestyle



Finance Officer

**Position
Description**



Position Summary

Department: Corporate Services

Job Title: Finance Officer – General Finance Support

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

Award/Level: Local Government Industry Award Industrial Instrument, Level 7/1

Date Revised: August 2025

Our Mission:

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

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.

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 Council's Policies and Procedures.

Work Health and Safety, Employee Requirements

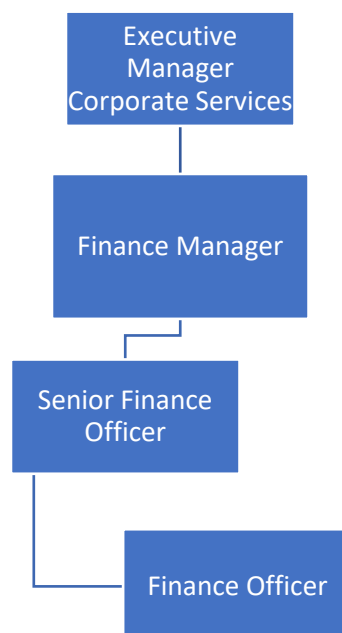
Employees are responsible and accountable for:

- 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 utilization of appropriate personal protective equipment
- Promote, maintain, & improve the working environment & practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation & Council's Policies & Procedures
- Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

Authority and Accountability

This position operates under the direction of the Senior Finance Officer and the Finance Manager within clearly established guidelines, procedures and policies of Council.

POSITION REQUIREMENTS		
Documents	Essential	Desirable
<ul style="list-style-type: none">Hold a current unrestricted C Class national drivers licence	✓	
<ul style="list-style-type: none">Provision of a current National Police Clearance	✓	
Skills and Abilities		
Sound interpersonal & customer service skills, with the ability to work at all levels and in a team environment.	✓	
Ability to work autonomously and solve problems without direction.	✓	
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 / PayablePayrollRates		✓
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		✓



GENERAL PHYSICAL REQUIREMENTS

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

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:



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Contact Us:



08 96226100



records@northam.wa.gov.au

395 Fitzgerald Street, Northam WA 6401

PO Box 613, Northam WA 6401



www.northam.wa.gov.au



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