



SHIRE OF
CUNDERDIN

POSITION DESCRIPTION

FINANCE & ADMINISTRATION OFFICER Full-Time

Location	Shire Administration Office
Department	Administration
Salary	Local Government Industry Award 2020
Reports to	Deputy Chief Executive Officer
Supervision of	Nil
Revision	New Document
Date	9 September 2025

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
<i>Stuart Hobley</i>	<i>Chief Executive Officer</i>	<i>New Document</i>	<i>9/9/2025</i>	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Chief Executive Officer
Deputy Chief Executive Officer

1.2 Supervision of: -

Nil Staff

1.3 Internal and External Liaison: -

Internal

- Chief Executive Officer
- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments
- External Consultants

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. POSITION SUMMARY

This position is responsible for managing accounts payable, rates administration, payroll and general finance tasks. The role also involves providing support to the Executive Team and other staff as needed, delivering clerical and secretarial assistance to the Shire's administration, and offering friendly, helpful service to Council customers when required.

4. KEY DUTIES/RESPONSIBILITIES

Accounts Payable:

- Processing payment of all Council's creditors
- End of month reporting and reconciling.
- Processing all new creditors
- Creating purchase orders where required
- Processing of Shire credit card statements

Accounts Receivable:

- Processing of bank statement receipting

Payroll/Human Resources:

- Entering timesheets
- Processing fortnightly pay runs
- Payroll reconciliation each fortnight (after payroll has been run)
- Processing superannuation payments through the clearing house
- Attend to personnel functions including the application of employment agreements and contracts
- Record, monitor and reconcile all leave applications and leave records
- Ensure that workers compensation records are maintained, and claims are processed

Rates

- Preparation of Council rates including preparing notices, final notices, and instalments. This includes liaising with ratepayers for special arrangement payments.
- Dispatch and process rates and instalments assisting with the balancing and levying of interim rates and service charges
- Assist with the administration Fire and Emergency Services Authority's Emergency Services (FESA) levy and administer all aspects of the Pensioner Rebate and Deferment Act.
- As required assist with legal action on outstanding rates
- Provide general information and advice to internal and external customers on rates administration, including liaising with other authorities to provide ratings and valuation information
- Preparation of all information to accompany the rates notices annually
- Provide Council Agenda items and reports as required
- Rates reconciliation monthly

Customer Service/General:

- Respond to telephone and counter enquiries and, when necessary, refer calls to the appropriate Officer and initiate the appropriate action
- Assist in front counter receipting, Council facility bookings, mailing, banking & records management and general enquiries as required.
- Assist the Planning and Building departments as required.
- Assist the Executive Team (CEO, DCEO and Manager or Works) as required.
- Work collaboratively with team members to facilitate high level customer service.
- To provide accurate and high-quality customer service to Council's internal/external customers and rate payers. This includes in person, via email or on the phone.
- Create / keep Procedure Manuals up to date in relation to this position and ensure that all financial and related policies and procedures are complied with.
- Take reasonable care to ensure personal safety and health at work and that of others in the workplace.
- Maintain Council business confidentiality at all times.
- All other duties as directed by the Chief Executive Officer or Executive staff.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Grade 12		✓
Certificate in Business Administration or similar		✓
Drivers Licence – "C" Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Developed time management and organisation skills	✓	
Understanding of Creditors & Accounts Payable		✓
Well-developed administration and customer service skills	✓	
Well-developed computer skills	✓	
Developing knowledge of Council's organisational structure and function.		✓
Working knowledge of basic bookkeeping		✓
Working knowledge of payroll procedures		✓
Working knowledge of accounting procedures		✓
Basic office experience	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Experience working with a computer system, spreadsheets and accounting software		✓
Prior experience in cash handling and banking	✓	

Personal Skills	Essential	Desirable
Well - developed verbal, communication and interpersonal skills	✓	
Written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employee's payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full Time	
Hours of Work	76 hours per fortnight	
Level	Level 3-4 (depending on experience & qualifications)	
Salary	\$51,136.80 - \$67,000 (depending on experience & qualifications)	
Council Loyalty Scheme	Applies to this Position	
Superannuation	12% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%	
Probation	3 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.	
Housing	Position may attract Council Housing as part of the Employment Package.	
Motor Vehicle	N/A	
Job Location	Cunderdin, Western Australia, 6407	