



APPLICATION PACKAGE

FINANCE OFFICER

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Employment opportunity

FINANCE OFFICER

The Shire of Yilgarn is seeking a reliable, organised and customer-focused person to join our team as a Finance Officer on a full-time basis.

About the role

The Finance Officer will play an important role in supporting the Shire's financial and customer service functions. Key responsibilities include:

- Maintaining the Creditors and Stock Ledger;
- Reconciling bank accounts;
- Providing friendly and professional customer service; and
- Assisting the Executive Manager Corporate Services with a range of financial and administrative duties

A full list of duties, responsibilities and selection criteria is provided in the Position Description included in the application pack.

What we offer

The Shire of Yilgarn offers a range of benefits, including:

- Up to 19.5% superannuation, including a 7.5% Council matching contribution;
- Subsidised housing or housing allowance; and
- Uniform allowance.

How to apply

Interested applicants are encouraged to obtain an Application Pack, which includes the Position Description and information on how to apply.

Application packs are available from:

- Shire Administration Office, 23 Antares Street, Southern Cross WA
- Phone: HR/Payroll on (08) 9049 1001
- Email: payroll@yilgarn.wa.gov.au
- Website: www.yilgarn.wa.gov.au

Applications should be addressed to the Chief Executive Officer and marked Confidential.
Applications close at 4.00pm on Friday, 30 October 2026.



Ben Forbes
Chief Executive Officer

Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

Please note: Canvassing of Councillors will disqualify applicants. The successful applicant will be required to obtain relevant police checks and provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a pre-employment medical assessment and National Police Clearance.

The Shire of Yilgarn is 30,720 square km with a population of approximately 1,500. The Shire of Yilgarn is known by many as the '*Gateway to the Wheatbelt and the Goldfields*'. The word "Yilgarn" is aboriginal for 'white stone' or 'quartz'.

Southern Cross is the major town centre of the Shire of Yilgarn, being 370km east of Perth along the Great Eastern Highway. Other townsites in the Shire include Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock, Mt Hampton and Yellowdine.

The two major industries in the area are mining and agriculture. Gold, gypsum, lithium, salt and iron ore are mined, whilst grain, wool, sheep, cattle and pigs are the local agricultural products. The co-existence of mining and agriculture is unique, and generally balances the Yilgarn economy, with the two activities supplementing and complementing each other through their respective boom and bust cycles.

There are many wonderful places of attraction throughout the Shire including Baladjie Rock, Frog Rock, Karalee Dam, Hunts Soak, Yilgarn History Museum, just to name a few. The wildflower season is an excellent time to visit the Yilgarn to see the many beautiful colours of the area.

The people and places make the Yilgarn a place to remember. The long history surrounding the Shire is famous to many throughout the State and complements the existing beauty and adventure of the Shire of Yilgarn. For more information on any tourist attractions in the area, as well as booking train tickets and tourist brochures visit the Shire Office, the tourism information centre.

The Shire of Yilgarn has the following facilities on offer:

- Yilgarn Bowling Club
- Southern Cross Tennis Club
- Southern Cross Recreation Complex
- Southern Cross Senior Citizen's Centre
- Southern Cross Community Centre
- New Aquatic Centre
- Regular Train Services (Prospector) to and from Perth and Kalgoorlie
- Southern Cross Airfield
- Southern Cross Golf Club
- Moorine Rock Primary School
- St Joseph's Catholic Primary School
- Southern Cross District High School
- Child Care Centre

Further information on these facilities can be found here:

<http://www.yilgarn.wa.gov.au/facilities/>

Thank you for your interest in the advertised position. The Shire of Yilgarn is an equal opportunity employee and applies merit-based selection criteria. Please read this document carefully to ensure that you have understood our selection process.

Submission Checklist

Please ensure that your application includes the following:

1. a cover letter of no more than 2 pages detailing your experience and your interest in the role
2. your most current resume, detailing your work history and qualifications
3. the names and contact information of 2 references that we can contact
4. copies of any claimed qualifications and certifications.

Submission and Further Information

Completed applications or queries regarding the position may be directed to:

Ben Forbes
Chief Executive Officer
E: ceo@yilgarn.wa.gov.au
T: 9049 1001 | 0427 775 325

Closing Date

The closing date for applications is **Friday, 30 October 2026**

Post Application Process

Below is a brief summary of the steps involved prior to the Shire of Yilgarn providing a formal letter of offer:

1. Short-listed applicants will be notified by email or phone to request an interview
2. Interviews will be conducted
3. References and claimed qualifications will be verified
4. Employment details (i.e. salary and other arrangements) will be negotiated
5. A formal letter of offer will be provided

All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

All applicants must note: canvassing of Shire Councillors will automatically disqualify the applicant, regardless of context.

Remuneration will be determined primarily on the relevant skills and experience of the successful applicant, pending negotiations. Below is the estimated annual remuneration:

Remuneration component	Lower estimate	Upper Estimate
Cash component	69,160	79,040
Leave loading (17.5%)	931	1,064
Uniform Allowance	400	400
Housing allowance	6,240	6,240
Superannuation guarantee (12%)	8,299	9,485
Council superannuation matching (7.5%)	5,187	5,928
Total annual remuneration	\$90,217	\$102,157

Annual Leave

Administration employees are entitled to 4 weeks annual leave each year.

Personal and Bereavement Leave

All employees are entitled to 10 days personal leave per year and 3 days bereavement leave is available on the death of an immediate family member.

Rostered Days Off

Full-time administration employees are entitled to one (1) Rostered Day Off after every nineteen (19) working days.

Housing Allowance

Employees are entitled to a \$120 per week housing allowance, and may be eligible for subsidised housing in exchange for this allowance.

Superannuation

All employees receive mandatory superannuation guarantee of 12% on their Ordinary Times Earnings in addition to up to 7.5% 'Council Matching Superannuation' for employees that participate in the scheme.

Uniform Allowance

Administration employees may be allowed up to \$400 per annum to acquire professional clothing for use whilst at work, in accordance with Shire policies.

Long Service Leave

Full-time and part-time employees are entitled to 13 weeks (pro-rata for part-time) of Long Service Leave after 10 years of continuous Local Government Service, transferable between all Local Government Authorities in Western Australia.

Training and Professional Development

Council and Management strongly support the continued learning and career aspirations of all employees. Resources are allocated in Council's budget each financial year towards the continued professional development each year, including formal education (tertiary, TAFE, etc) at the direction of the Chief Executive Officer.

POSITION TITLE:	Finance Officer – HR-PDA-019
DEPARTMENT:	Administration
LEVEL:	5+
AWARD:	Shire of Yilgarn Enterprise Agreement 2025
STATUS:	Full - time
LOCATION:	Southern Cross

1. POSITION OBJECTIVES:

- 1.1. Assist the Executive Manager Corporate Services in the smooth operation of the accounting and financial functions of the Shire;
- 1.2. Assist with the coordination and management of the day to day operation of Council's finance functions, including General Ledger, and Subsidiary Ledgers, bank account maintenance, insurances and reporting;
- 1.3. Coordinate and process all aspects of accounts payable.

2. GENERAL JOB-RELATED INFORMATION:

- 2.1. You will be required to perform your duties at the Shire Administration Office, or elsewhere as reasonably directed by the employer.

3. KEY DUTIES AND RESPONSIBILITIES:

3.1. Finance Management

- 3.1.1. Assist the Executive Manager Corporate Services in overseeing the integrity of Council's accounting/financial systems;
- 3.1.2. Assist the Executive Manager Corporate Services with the maintenance of Council's financial reporting system and assist with the implementation of controls to ensure Council's compliance with accounting standards and principles, and relevant legislative requirements and regulations;
- 3.1.3. Support and troubleshoot matters that arise within the various financial subsidiary systems;
- 3.1.4. Prepare monthly bank reconciliations on a timely basis.

3.2. Creditors

- 3.2.1. Process creditor's invoices and prepare payment of all accounts on a fortnightly basis, the week following payroll preparation;
- 3.2.2. Maintain the Purchase Order System including matching to invoices and checking purchasing authorisations;
- 3.2.3. Regularly monitor and clear outstanding Purchase Orders from the purchasing system;
- 3.2.4. Ensure a fortnightly creditor payment production is completed;
- 3.2.5. Where possible, ensure creditors invoices are entered as early as practicable to ensure accurate cost accounting at all times;

- 3.2.6. Maintain and reconcile records associated with TransWA and Department for Transport and Infrastructure (Licensing) at all times;
- 3.2.7. Maintain stock control in liaison with the Executive Manager Infrastructure;
- 3.2.8. Supervise and account for all stock discrepancies/stock losses in consultation with the Executive Manager Infrastructure and Executive Manager Corporate Services;
- 3.2.9. Prepare monthly creditor listings for Council Agenda;
- 3.2.10. Prepare reconciliations of creditor statements to payments effected.

3.3. Customer Service

- 3.3.1. Treat all customers with professionalism, dignity and respect;
- 3.3.2. Respond to telephone calls, reception enquiries and refer to appropriate officers;
- 3.3.3. Assist with the processing of Transport Licencing, TransWA ticket sales and receipting of other Shire documents.

3.4. General Duties

- 3.4.1. In the absence of other employees on leave, it will be a requirement of this position to relieve in such positions subject to required knowledge of the particular position;
- 3.4.2. Any other duties consistent with the level of this position and the principles of broad banding.

4. ORGANISATIONAL RELATIONSHIPS:

4.1. Responsible to

Executive Manager Corporate Services

4.2. Supervision of

None

4.3. Liaison

Internal

Management Staff

Other staff and employees

External

General Public

Other Local Authorities

5. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

6. EXTENT OF AUTHORITY:

- 6.1. Works under direct supervision and work outcomes are regularly monitored by the Executive Manager Corporate Services;
- 6.2. Responsible for checking own work to ensure accuracy and good presentation.

7. SELECTION CRITERIA:

7.1. Essential

- 7.1.1. Certificate of Secondary Education;
- 7.1.2. Sound knowledge of basic accounting/bookkeeping practices;
- 7.1.3. Sound communication, interpersonal and negotiation skills;
- 7.1.4. A high level of computer literacy and keyboard skills, with an emphasis on spread sheet applications;
- 7.1.5. Ability to work effectively in a team environment, accept responsibility and work with limited supervision;
- 7.1.6. Proven ability to work under pressure whilst exercising initiative, judgement and enthusiasm and to plan and prioritise work to achieve required outcomes;
- 7.1.7. Sound record keeping, administrative, problem solving and time management skills with a demonstrated ability to effectively manage multiple projects;
- 7.1.8. Hold a current WA "C" class drivers licence;
- 7.1.9. Provision of a National Police Clearance (no older than 3 months).

7.2. Desirable

- 7.2.1. Understanding or experience in Local Government environment including a sound knowledge of Council's organisational structure and functions;
- 7.2.2. Knowledge of the financial system SynergySoft.

8. TRAINING:

Council will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

9. PERFORMANCE REVIEWS:

- 9.1. Reviews shall be conducted annually on the following Key Performance Indicators:
 - 9.1.1. Quality of Work
 - 9.1.2. Quantity of Work
 - 9.1.3. Relationships with people
 - 9.1.4. Initiative
 - 9.1.5. Meeting work deadlines
 - 9.1.6. Decision making
 - 9.1.7. Commitment and attitude
 - 9.1.8. Supervising/Managing work or others (if applicable)