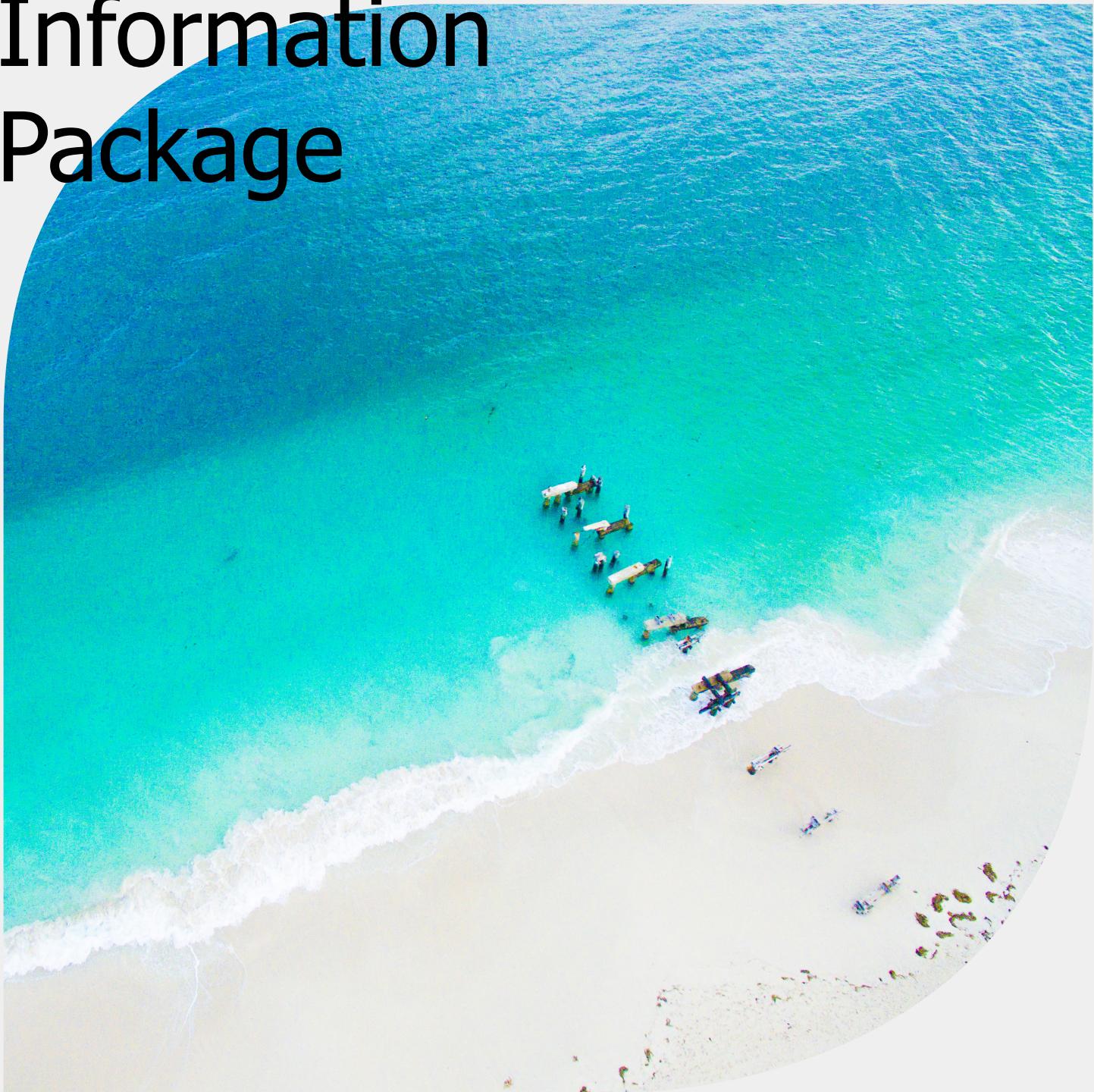


Employment Information Package



ACCOUNTANT

Enquiries:

Lauren Miles
Human Resources Coordinator
08 9652 0800
hr@dandaragan.wa.gov.au

Applications close 31 January 2026

The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.



Introduction



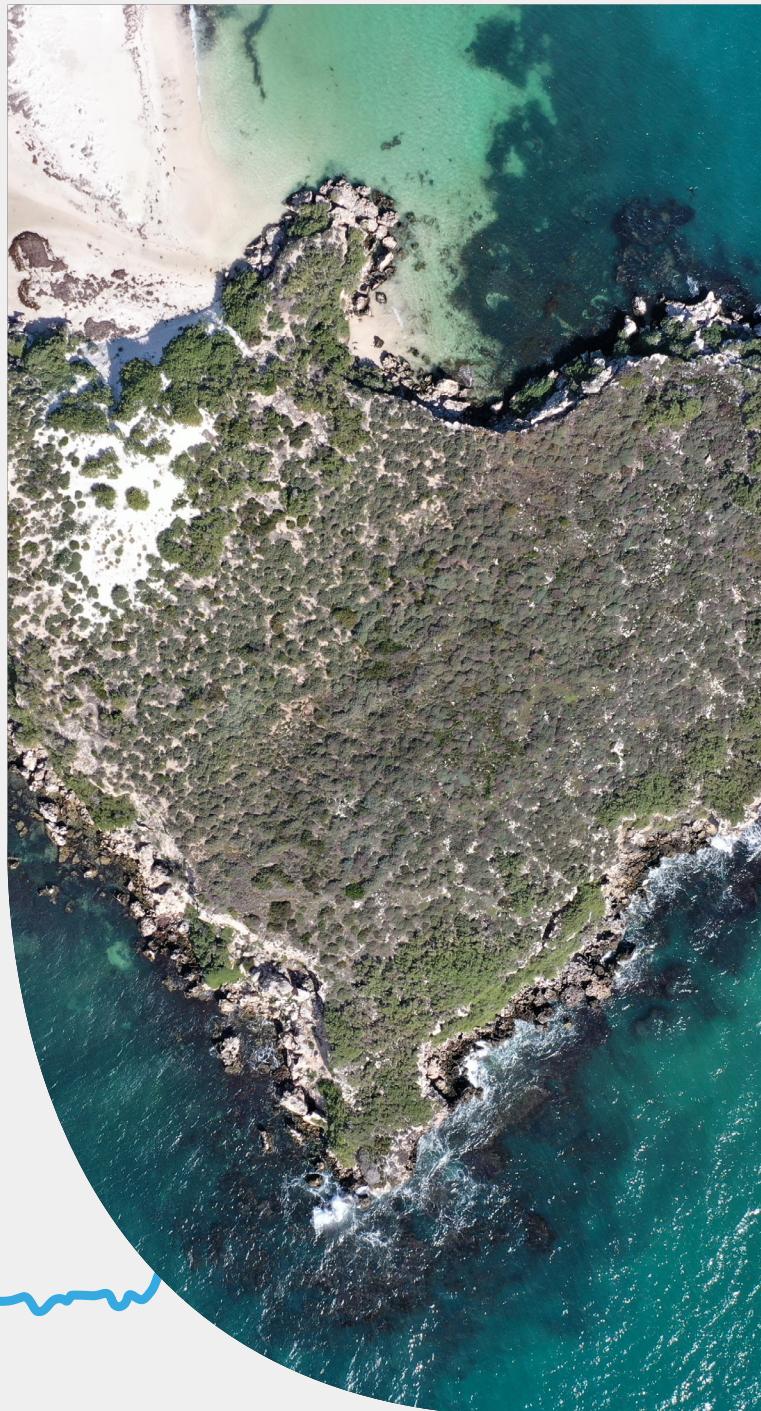
Geraldton

Shire of Dandaragan

PERTH

Bunbury

**Just 2 hours
from Perth**



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at visitturquoisecoast.com.au

What makes Dandaragan a great place to work?



Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.

The Shire



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



ACCOUNTANT (FULL-TIME / PART-TIME)

Join the Shire of Dandaragan as an Accountant and play a key role in managing and overseeing our financial operations. This is an exciting opportunity for a detail-oriented professional to contribute to the financial health and sustainability of our community.

About the Role

As an Accountant, you will ensure compliance with the Local Government Act 1995 and Australian Accounting Standards, maintain accurate financial records, and provide strategic financial advice to support decision-making. This permanent full-time position is based at our Administration Centre in Jurien Bay and offers the chance to work collaboratively within the Corporate Services team.

Key Responsibilities

In this role, you will prepare annual financial reports and budgets, monitor and review financial systems and controls, manage investments, loans, reserve funds, and asset registers. You will coordinate audits, liaise with external agencies, and ensure compliance with taxation regulations including GST and FBT. Additionally, you will supervise finance staff and oversee payroll, rates, creditors, and debtors functions, while providing accurate financial advice to support Council and management decisions.

How to Apply

To be considered for this position, each of the following must be submitted with your job application:

- 1. A cover letter** - outlining how you meet the requirements of the role.
- 2. A current resume**
- 3. A completed application form** - found within this Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website www.dandaragan.wa.gov.au/employment or contact Lauren Miles HR Coordinator hr@dandaragan.wa.gov.au or on (089652 0800).

Applications close at 4:00pm 31 January 2026

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey
CHIEF EXECUTIVE OFFICER

JOB SPECIFICATIONS / DUTY STATEMENT

| | |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title | Accountant |
| Tenure | Permanent full time / part time |
| Primary Place of Employment | Shire of Dandaragan Administration Centre, 69 Bashford Street, Jurien Bay |
| Award | Level 9 of the Local Government Industry Award Industrial Agreement 2020 (formerly known as the <i>Local Government Industry Award 2020</i> as at 1 January 2023) |
| Department | Corporate Services |
| Accountable to | Executive Manager Corporate Services |
| Accountable for | Senior Finance Officer Administration Officer (Debtors/Creditors) Administration Officer (Payroll) Administration Officer (Rates) |
| Internal Liaison | Senior Finance Officer Administration Officer (Debtors/Creditors) Administration Officer (Payroll) Administration Officer (Rates) Visitor Centre Staff |
| External Liaison | Office of the Auditor General Department of Local Government, Industry Regulation and Safety Commonwealth Bank WA Treasury Corporation Australian Taxation Office CouncilFirst Datacom Avantgarde |

POSITION OBJECTIVES:

To oversee the financial functions of the Shire.

Shire of Dandaragan
Position Description - Accountant

Maintain the Shire's accounting and finance records in accordance with statutory and policy requirements.

Provide financial reports and advice to assist staff and Council in the management of the organisation.

REQUIREMENTS OF THE ROLE:

| Skills | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Highly developed ability to write and present financial reports for Senior Management and Council | ✓ | |
| Strong problem solving, critical thinking and conceptual skills. | ✓ | |
| Highly developed communication skills. | ✓ | |
| Highly developed analytical and numerical skills | ✓ | |
| Developed computer skills | ✓ | |
| Knowledge | Essential | Desirable |
| Comprehensive knowledge of legislation, Australian Accounting Standards and Local Government Act 1995. | | ✓ |
| Good working knowledge of financial implications of taxation. Inclusive of GST and FBT regulations. | ✓ | |
| Working knowledge of financial roles in Local Government. Inclusive of payroll, rates, creditors and debtors. | | ✓ |
| Experience | Essential | Desirable |
| Demonstrated experience in financial management role within a Local Government or similar environment. | | ✓ |
| Demonstrated experience in managing staff | ✓ | |
| Qualifications and / or Training | Essential | Desirable |
| Tertiary Qualifications in Accounting | ✓ | |
| Current Federal Police Clearance (no older than 3 months) | ✓ | |

KEY DUTIES / RESPONSIBILITIES:

Accounting / Finance

- Ensure compliance of the Shire's accounting practices with the Local Government Act 1995 and Australian Accounting Standards.
- Develop and maintain appropriate accounting policies.
- Prepare Annual Financial Report's in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Shire of Dandaragan
Position Description - Accountant

- Devise and maintain a budget timetable and oversee the implementation and adoption of the Council budget.
- Produce and maintain the year to date budget used for monthly reporting of variances.
- Conduct regular Budget reviews in conjunction with managers and Council.
- Complete the Annual Budget Review as per legislative requirements.
- Compile and prepare finance agendas for presentation to Council.
- Ensure all audit queries in respect of the Shire's financial records are answered and initiate system changes suggested by the auditors should it be deemed appropriate.
- Coordinate the function of Council's Audit Committee.
- Monitor system and administrative processes and system controls.
- Manage the Shire's investments in accordance with Council policy.
- Manage the Shire's loan portfolio.
- Administer the allocation of fuel and other items stock.
- Manage the Shire's Reserve Funds.
- Be responsible for the maintaining of the Shire's Asset Register, depreciation of assets and fair valuation in accordance with Council Policy, legislation and Australian Accounting Standards
- Maintain Fringe Benefit Tax records and prepare returns for submission to the Australian Taxation Office.
- Maintain Councils right of use assets portfolio as per AASB16.
- Maintain Councils Revenue Contracts with Customers (grant liabilities) as per AASB15.
- Ensure all subsidiary ledgers balance with their General Ledger Controls.
- Review and sign monthly reporting requirements for rates, payroll, creditors, debtors and Senior Finance Officer.
- Approve all general journal entries.
- Complete end of year provisions, accruals and balance day adjustments.
- Assist other sections regarding financial information and statistical data for management purposes.
- Maintain access permissions to ERP & payroll systems.
- Maintain purchase order users, limits, approver workflows, delegates and substitutes.
- Supervise other staff involved in the financial and administrative area.
- Responsible for tasks undertaken by sub-ordinate staff under supervision.

Administrative

- Administer the Shire's insurance portfolio, including reviewing of the level of insurance, insurance claims procedures etc.
- Supervise the administration of the prescribed payments system.
- Assist in the preparation of Grants Commission Returns.
- Any other duties consistent with the level of this position and the principles of broad banding.

Human Resources

- Conduct annual performance reviews for Finance staff.
- Approve leave, rostered days off and time in lieu for Finance staff.

**Shire of Dandaragan
Position Description - Accountant**

- Approve timesheets for Finance staff.
- Approve and initiate training and professional development for Finance staff.
- Ensure appropriate cover is available either in-house or externally.
- Recruitment, retention and exit of staff under your responsibility.

Occupational Safety & Health:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for your 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 your own safety and health and that of others, and to abide by your duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to your supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

EXTENT OF AUTHORITY:

Operates under the general direction of the Executive Manager Corporate Services in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

TRAINING, CONFERENCES, SEMINARS:

The Shire actively promotes self-improvements within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged.

AWARD:

General conditions of employment are offered on the basis of the Local Government Industry Award 2020 Industrial Agreement (formerly known as the *Local Government Industry Award 2020* as at 1 January 2023).

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Shire of Dandaragan
Position Description - Accountant

Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position description may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

APPLICATION FORM

(Ensure to complete this form and attach to your application)

| POSITION DETAILS | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------|
| Position Advertised: | | | |
| Location: | Jurien Bay | | |
| PERSONAL DETAILS | | | |
| Surname: | | Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss | |
| Given Names: | | Date of Birth: | |
| Address: | | | |
| Suburb: | | Postcode: | |
| Daytime Contact No: | | Email: | |
| Nationality: | Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach copy of a Visa validating permission to work in Australia. | | |
| Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC | | | |
| EMPLOYMENT HISTORY | | | |
| <input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached) | | | |
| Period of Employment | Name of Employer | Position Held | Reason for Leaving |
| | | | |
| | | | |
| | | | |
| | | | |
| EMPLOYMENT REFERENCES | | | |
| Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors. | | | |
| (Referee 1) Name: | | (Referee 2) Name: | |
| Position Held: | | Position Held: | |
| Company: | | Company: | |
| Contact No: | | Contact No: | |

| | |
|----------------------------------------------|-----------------------------------------------------------------------|
| How soon would you be able to commence work? | If currently employed, what is the minimum period of notice required: |
|----------------------------------------------|-----------------------------------------------------------------------|

EDUCATION / TRADE DETAILS

Refer to attached Resume for complete details (please tick if attached)

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

| Year | Name of School / Institution | Certificate / Qualification Obtained |
|------|------------------------------|--------------------------------------|
| | | |
| | | |

Current Studies being undertaken

| Year Commenced | Name of School / Institution | Details |
|----------------|------------------------------|---------|
| | | |
| | | |

Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):

| | | |
|--|--|--|
| | | |
| | | |

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: Excellent Good Average Fair

Are there any reasons you may be unable to carry out the full requirements of this position? No Yes, please give details:

| | |
|--|--|
| | |
|--|--|

SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). No Yes Please provide details:

| | |
|--|--|
| | |
|--|--|

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie Facebook, Seek, Shire website, local paper etc)

CHECKLIST

| | |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Form Completed | <input type="checkbox"/> Cover Letter |
| <input type="checkbox"/> Position Selection Criteria Addressed | <input type="checkbox"/> Current CV / Resume Attached |
| <input type="checkbox"/> Required Documentation Attached | <input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc) |

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
3. I understand that Shire's recruitment and selection procedure involves a pre-employment medical examination by a Shire approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant: **Date:**



69 Bashford Street
Jurien Bay, WA 6516
08 9652 0800
www.dandaragan.wa.gov.au/employment

