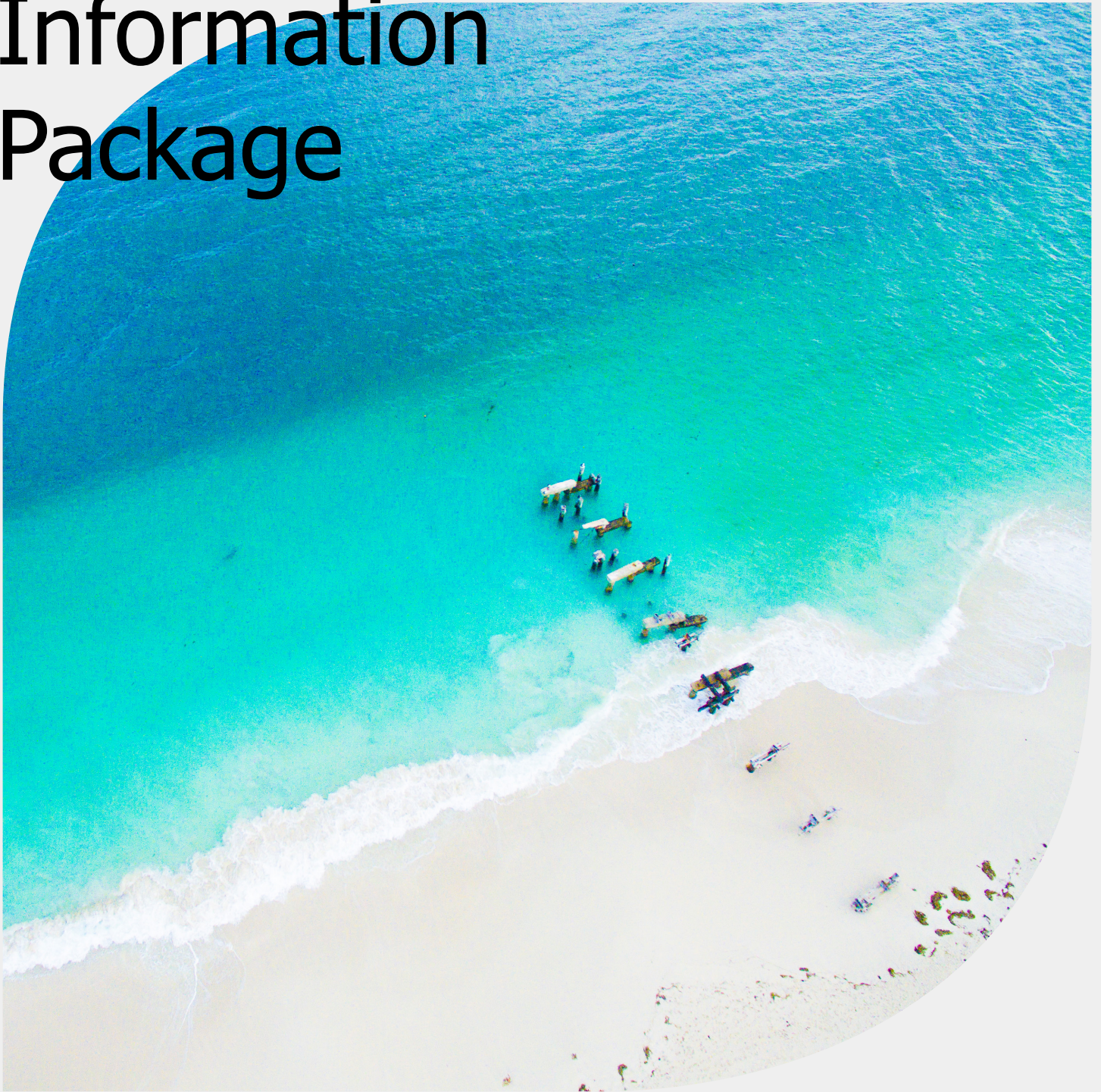


Employment Information Package



STATUTORY PLANNING COORDINATOR

Enquiries:

Lauren Miles

Human Resources Coordinator 08 9652 0800

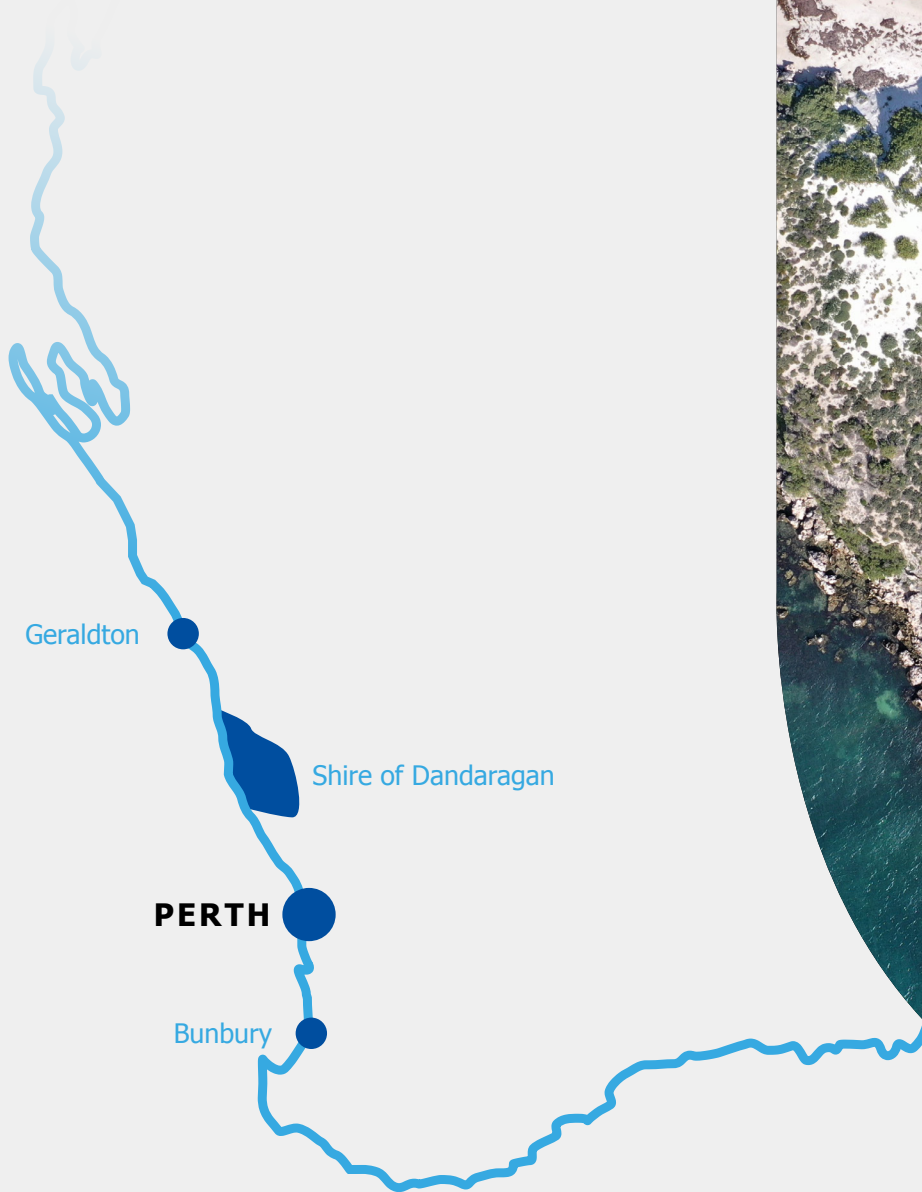
hr@dandaragan.wa.gov.au

Applications close Friday 11 September 2026

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



Introduction



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 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.



STATUTORY PLANNING COORDINATOR PERMANENT FULL-TIME

The Shire of Dandaragan is seeking an experienced Manager of Finance to join its Corporate Services team and provide expert financial leadership that supports the long-term sustainability and success of our organisation on a permanent full-time basis. Based at the Jurien Bay Administration Centre, this role offers a unique opportunity to influence strategic decision-making while enjoying an exceptional coastal lifestyle in beautiful Jurien Bay.

About the Role

Reporting to the Executive Manager Corporate Services, the Manager of Finance is responsible for the strategic management, governance and oversight of all financial operations across the Shire. The role provides high-level advice to Council, the Chief Executive Officer and Executive Management Team and plays a critical role in ensuring financial sustainability, legislative compliance and sound stewardship of public resources.

About You

The successful applicant will be a qualified finance professional with tertiary qualifications in Accounting, Finance, Commerce or a related discipline. Significant experience in a senior financial management role, ideally within Local Government, government or a similarly complex organisation, together with demonstrated leadership of high-performing teams, will be essential. You will possess strong expertise in budgeting, financial reporting, forecasting, treasury management and financial governance. CPA, CA or equivalent professional accreditation will be highly regarded, along with excellent analytical, communication and stakeholder engagement skills and the ability to manage competing priorities while maintaining accuracy and compliance.

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 11 September 2026

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey
CHIEF EXECUTIVE OFFICER

JOB SPECIFICATIONS / DUTY STATEMENT

Position Title	Manager of Finance
Tenure	Permanent full time
Primary Place of Employment	Shire of Dandaragan Administration Centre, 69 Bashford Street, Jurien Bay
Award	Level 9 of the Local Government Industry Award 2020 Industrial Agreement
Department	Corporate Services
Accountable to	Executive Manager Corporate Services
Accountable for	Senior Finance Officer Administration Officer (Debtors) Administration Officer (Creditors) Administration Officer (Payroll) Administration Officer (Rates)
Internal Liaison	Executive Management Team Managers and Coordinators Finance and Administration Staff All Employees
External Liaison	Office of the Auditor General Department of Local Government, Industry Regulation & Safety WA Treasury Corporation Australian Taxation Office Financial Institutions Grant Funding Bodies Software Providers and Consultants Community Members and Ratepayers Professional Accounting Bodies

POSITION OBJECTIVES:

Providing strategic financial leadership, management and advice to ensure the Shire's financial sustainability, legislative compliance and effective stewardship of public resources.

The position leads the Finance team and oversees the planning, management, reporting and governance of all financial operations of the Shire, supporting informed

Shire of Dandaragan
Position Description – Manager of Finance

decision-making by the Council, Chief Executive Officer and Executive Management Team.

The Manager of Finance contributes to organisational strategy through long-term financial planning, budget management, risk management, and continuous improvement initiatives.

REQUIREMENTS OF THE POSITION:

Skills	Essential	Desirable
High-level analytical, conceptual and problem-solving skills	✓	
Highly developed written communication skills including preparation of reports for Council and Executive Management	✓	
Strong interpersonal and stakeholder engagement skills	✓	
Demonstrated ability to manage competing priorities, meet deadlines and maintain accuracy	✓	
Knowledge	Essential	Desirable
Demonstrated experience in a senior financial management role within Local Government, Government or a comparable complex organisation	✓	
Strong knowledge of Local Government legislation and regulations, Australian Accounting Standards, Financial governance and compliance frameworks	✓	
Demonstrated experience in budgeting, financial reporting, forecasting and treasury management	✓	
Demonstrated experience managing staff and leading high-performing teams	✓	
Advanced knowledge of financial systems and Microsoft Excel	✓	
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 qualification in Accounting, Finance, Commerce or related discipline	✓	
Professionally accredited finance qualification, such as Certified Practising Accountant (CPA), Chartered Accountant (CA), or equivalent.		✓
Current Federal Police Clearance (no older than 3 months)	✓	

KEY DUTIES / RESPONSIBILITIES:

Strategic Financial Management and Leadership

- Provide expert financial advice to Council, the CEO and Executive Management Team.
- Lead the strategic financial management of the organisation to support long-term sustainability.
- Contribute to the development and implementation of the Strategic Community Plan, Corporate Business Plan and other organisational strategies.
- Develop, maintain and monitor the Long Term Financial Plan.
- Undertake financial modelling, forecasting and scenario analysis.
- Identify opportunities to improve financial performance, efficiency and service delivery.
- Lead and mentor Finance and Administration staff to foster a high-performing team culture

Financial Planning, Reporting and Compliance

- Coordinate the preparation, implementation and review of the Annual Budget.
- Prepare and maintain accurate monthly, quarterly and annual financial reports.
- Ensure compliance with the Local Government Act, Regulations, Australian Accounting Standards and other legislative requirements.
- Prepare the Annual Financial Report and associated statutory returns.
- Monitor organisational financial performance and report variances and trends.
- Develop and maintain financial policies, procedures and internal controls.
- Ensure all financial records are accurate, complete and auditable.

Governance, Risk and Audit

- Maintain effective financial governance and internal control frameworks.
- Coordinate internal and external audit processes.
- Act as the principal liaison with auditors on financial matters.
- Support the Audit Committee and implementation of audit recommendations.
- Contribute to organisational risk management practices.
- Ensure statutory reporting obligations are met within required timeframes.
- Maintain compliance with relevant taxation obligations including GST, FBT, PAYG and Superannuation.

Treasury, Asset and Financial Systems Management

- Manage the Shire's investment portfolio, reserve funds and loan portfolio in accordance with legislation and Council policy.
- Monitor cash flow requirements and financial sustainability indicators.

Shire of Dandaragan
Position Description – Manager of Finance

- Oversee financial asset accounting, asset valuations and depreciation.
- Ensure compliance with relevant accounting standards relating to assets and financial reporting.
- Oversee financial management systems, workflows, user access controls and delegated authorities.
- Lead continuous improvement of financial systems, processes and reporting practice.

Operational Finance and Team Management

- Oversee rates, payroll, debtors, creditors and general ledger functions.
- Ensure subsidiary ledgers reconcile with general ledger control accounts.
- Review and approve significant financial transactions, journals and end-of-year adjustments.
- Provide financial support and advice to managers across the organisation.
- Coordinate grant financial reporting, acquittals and Grants Commission returns.
- Manage employee performance, workforce planning, recruitment and professional development within the Finance team.
- Ensure appropriate resourcing and service continuity across Finance and Administration functions.

Work Health and Safety

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

APPLICATION FORM

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



POSITION DETAILS			
Position Advertised:			
Location:			
PERSONAL DETAILS			
Surname:		Title: ☐ Mr ☐ Mrs ☐ Ms ☐ 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? ☐ Yes ☐ No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i>		
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : ☐ Yes ☐ No ☐ Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC			
EMPLOYMENT HISTORY			
☐ 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			
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>			
(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 (<i>please tick if attached</i>)		
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? (<i>You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988</i>). ☐ No ☐ Yes		
Please provide details:		
<i>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.</i>		
HOW DID YOU FIND OUT ABOUT THIS POSITION		
How did you find out about this position? (ie Facebook, newspaper, Shire website, local paper etc)		
CHECKLIST		
☐ Application Form Completed	☐ Covering Letter	
☐ Position Selection Criteria Addressed	☐ Current CV / Resume Attached	
☐ Required Documentation Attached	☐ Original/s will be provided at Interview (<i>eg. police clearance, licences, etc</i>)	
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 Council 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 Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council'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

