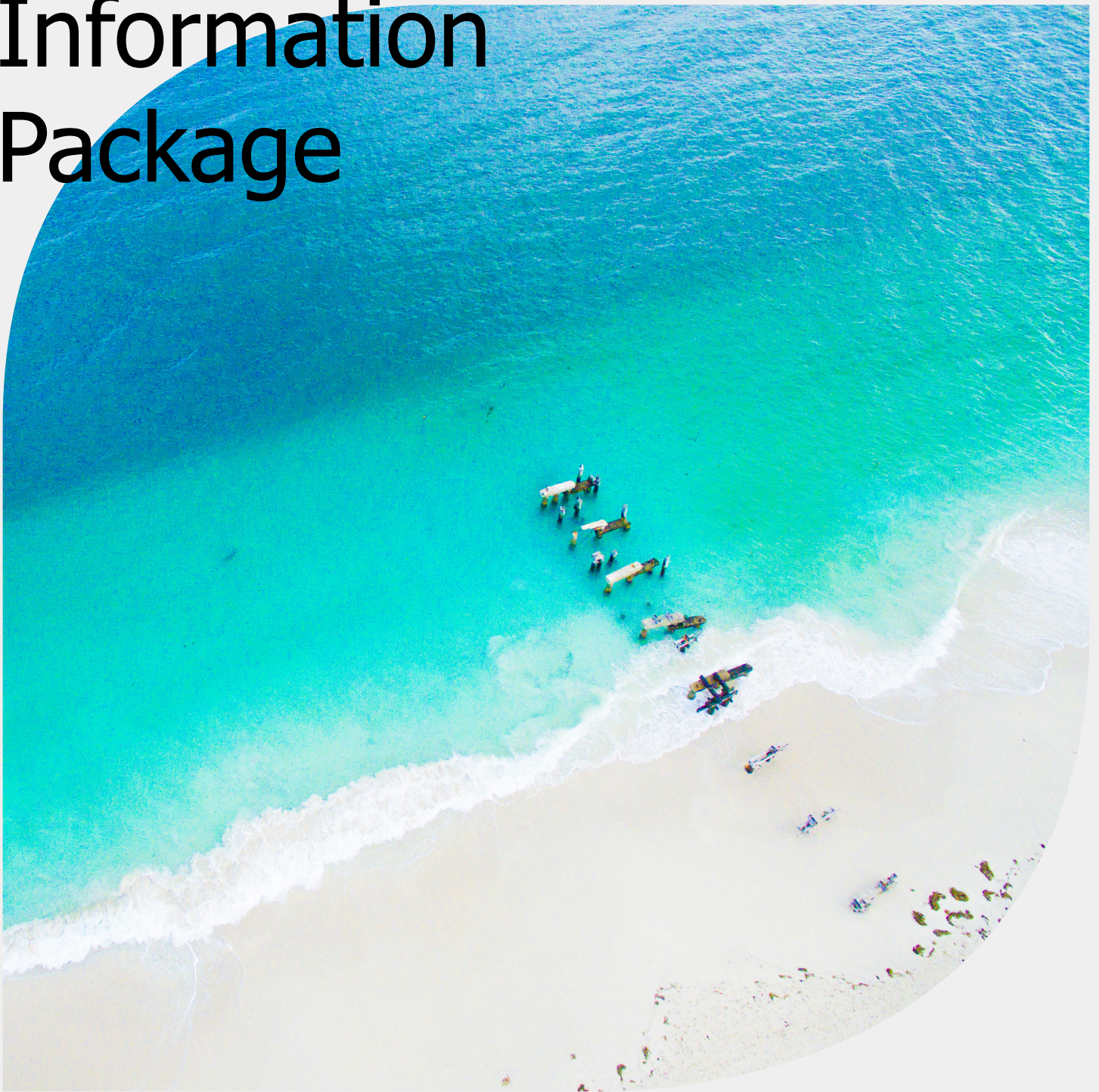


# Employment Information Package



## SENIOR FINANCE OFFICER

### Enquiries:

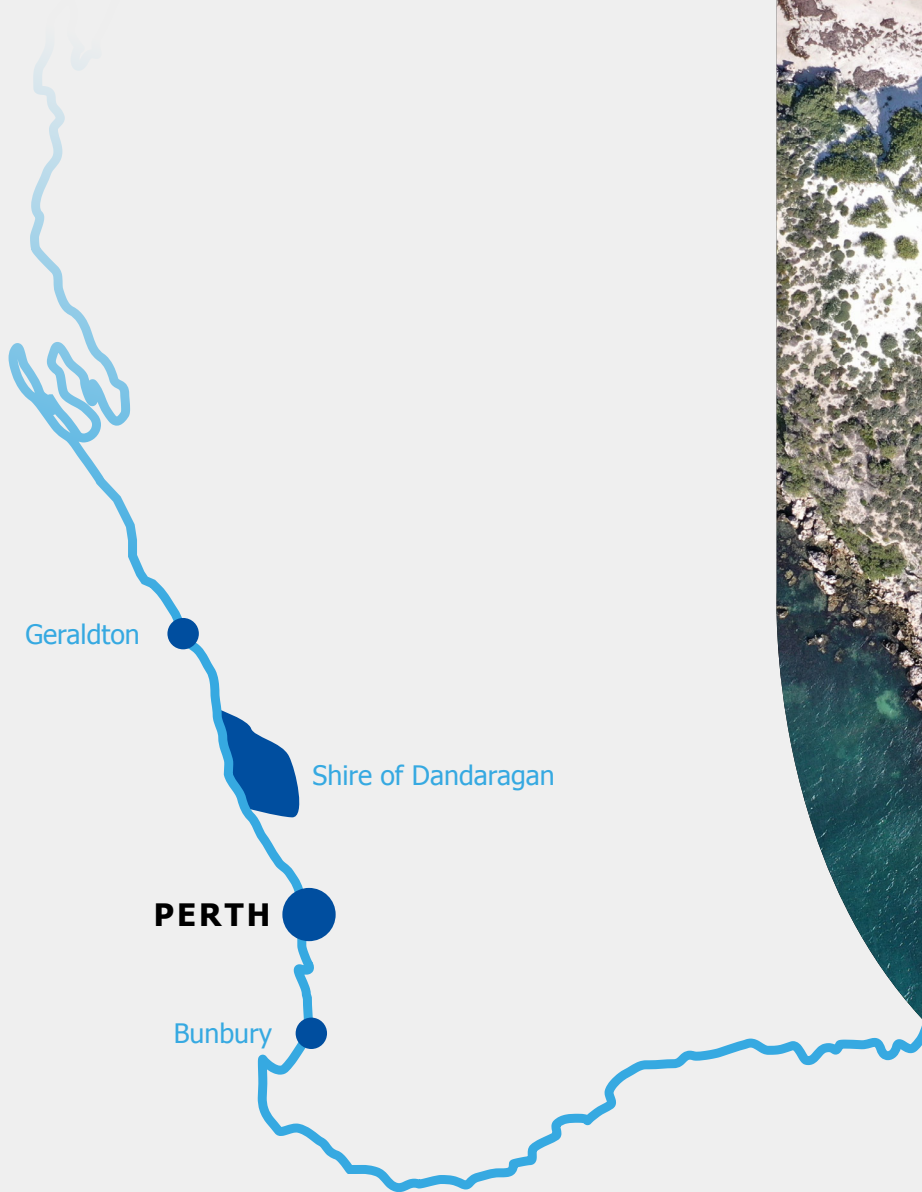
Lauren Miles  
Human Resources Coordinator  
08 9652 0800  
[hr@dandaragan.wa.gov.au](mailto:hr@dandaragan.wa.gov.au)

Applications close 31 January 2026

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



# Introduction



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](http://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.



## **SENIOR FINANCE OFFICER (FULL-TIME / PART-TIME)**

The Shire of Dandaragan is seeking an experienced and motivated Senior Finance Officer to join our Corporate Services team. This is an exciting opportunity to contribute to the financial management of a dynamic local government organisation while enjoying the lifestyle benefits of living in Jurien Bay.

### **About the Role**

As Senior Finance Officer, you will provide high-level accounting support across financial, management, systems, and asset accounting functions. You will assist with monthly reporting, reconciliations, BAS and FBT returns, and ensure compliance with legislation and Council policies. The role also involves supporting budget preparation and audits while liaising with internal teams and external stakeholders. The ideal candidate will have strong financial and administrative experience, proficiency in accounting software and Microsoft Office, and excellent communication skills.

### **Key Responsibilities**

In this role, you will prepare monthly financial statements and bank reconciliations, maintain and update the asset register, and assist with BAS and FBT reporting. You will support the development of budgets, contribute to audits, and ensure compliance with relevant regulations. Additionally, you will liaise with creditors, debtors, and internal departments, while providing assistance across finance functions during periods of leave.

### **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](http://www.dandaragan.wa.gov.au/employment) or contact Lauren Miles HR Coordinator [hr@dandaragan.wa.gov.au](mailto: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**

<b>Position Title</b>	Senior Finance Officer
<b>Tenure</b>	Permanent full time / part time
<b>Primary Place of Employment</b>	Jurien Bay Administration Centre, 69 Bashford Street, Jurien Bay
<b>Award</b>	Level 6 of the Local Government Industry Award 2020 Industrial Agreement (formerly known as the <i>Local Government Industry Award 2020</i> as at 1 January 2023)
<b>Department</b>	Corporate Services
<b>Accountable to</b>	Executive Manager Corporate Services
<b>Accountable for</b>	Nil
<b>Internal Liaison</b>	Executive Manager Corporate Services Accountant Administration Officer (Payroll) Administration Officer (Rates) Administration Office (Creditors & Debtors) Visitors Centre staff All Staff
<b>External Liaison</b>	General public Government departmental and agency staff Other local government bodies Australian Taxation Office National Taxation Accountant Association OST (CouncilFirst) Datacom Avantgarde (IT)

### **POSITION OBJECTIVES:**

The Senior Finance Officer will provide a range of accounting support services including financial, management, systems and asset accounting and will oversee the various functions of finance.



**REQUIREMENTS OF THE ROLE:**

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrated high level administrative and financial experience including the ability to produce timely and accurate financial reports	✓	
High level computer skills with a demonstrable aptitude with accounting software (such as Business Central and PropertyWise) and extensive experience with Microsoft Office products	✓	
Excellent written and communication skills with the ability to relay and obtain relevant information to and from all areas of Council	✓	
An understanding of / or ability to interpret legislation, regulations and awards		✓
Ability to assist and oversee other financial officers	✓	
Ability to work well in a small team environment	✓	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Developing knowledge of Council's organisational structure and function		✓
Knowledge of accounting and financial procedures	✓	
Knowledge of Local Government Accounting Standards and practices		✓
Working knowledge of Fringe Benefit Tax regulations		✓
Working knowledge of receipting procedures	✓	
Working knowledge of financial procedures (rates, payroll, creditors and debtors)	✓	
Developing knowledge of managing and overseeing staff		✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Two (2) years office experience in a similar position in a private enterprise or one (1) year experience in a similar position within local government administration	✓	
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Accounting accreditation		✓
Current Federal Police Clearance (no older than 3 months)	✓	



## **KEY DUTIES / RESPONSIBILITIES:**

### **Finance**

- Contribution to monthly statements and other financial reports.
- Preparation of monthly bank reconciliations.
- BAS preparation and remittance.
- Assist with monthly depreciation run.
- Liaise with creditors and debtors functions.
- Ensure all subsidiary ledgers balance with their general ledger control accounts.
- Assist with maintaining Council's loan portfolio and ensure self-supporting loan repayments are recouped.
- Assist with maintaining the Shire's stock control, through collection of fuel records and journalising fuel use on a monthly basis. Calculate monthly diesel fuel rebate.
- Assist with maintaining Councils lease portfolio as per AASB16.
- Assist with maintaining Councils Revenue Contracts with Customers as per AASB15.
- Balance reimbursement, clearing and suspense accounts monthly.
- Assist with ensuring finance processes comply with legislation and Council policies, including supporting quarterly reviews and reporting to the Executive Manager Corporate Services.
- Sign monthly reporting requirements and journals from rates, payroll, creditors and debtors.
- Update the asset register monthly accounting for all acquisitions and disposals.
- Balance Asset Register to relevant control accounts monthly.
- Capitalise Works in Progress monthly.
- Assist payroll with end of year reporting of leave provisions and journals.
- Complete end of year provisions, accruals and balance day adjustment journals.
- Assist with the production of budget uploads for salaries, leases, loans, contracts with customers and others as required.
- Produce the Year to Date budget used for monthly reporting of variances.



- Assist with the Annual Budget Review as per regulation requirements.
- Assist with Fringe Benefit Tax records and prepare returns for submission to the Australian Taxation Office.
- Assist with the preparation for Audits.
- Assist the Executive Manager Corporate Services in day to day operations.
- Provide relief cover to Payroll during times of leave.
- Assist the finance and administration sections during times of leave of the Executive Manager Corporate Services.
- Any other tasks requested by the Executive Manager Corporate Services.

### **General**

- Any project work as directed by the Chief Executive Officer and the Executive Manager Corporate Services as and when required.

### **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:**

Works within the confines of set standards and procedures, under the limited supervision of the Executive Manager Corporate Services.

### **TRAINING, CONFERENCES, SEMINARS:**

The Council 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)

## **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 may be reviewed in the next 12 months.

Revised by:

\_\_\_\_\_ Signature of Supervisor

\_\_\_\_\_ Signature of Employee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### ***Equal Employment Opportunity and Diversity Position Statement:***

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

*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.*

# 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"/> <b>Refer to attached CV / Resume for complete details (please tick if attached)</b>			
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:
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### 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](http://www.dandaragan.wa.gov.au/employment)

