

# GRADUATE ACCOUNTANT

## Position Description

Created November 2025



## **JOB SPECIFICATIONS / DUTY STATEMENT**

<b>Position Title</b>	Graduate Accountant
<b>Tenure</b>	Permanent full-time
<b>Primary Place of Employment</b>	Shire Administration Building, 69 Bashford Street, Jurien Bay.
<b>Award</b>	Level 6 of the Local Government Industry Award Industrial Agreement (formerly the Local Government Industry Award 2020 as of 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>	Assistant 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) Avantgarde (IT)

### **POSITION OBJECTIVES:**

The Graduate Accountant will support the finance team in delivering accurate financial services, including financial reporting, asset management, and compliance. This role is designed to provide exposure to a broad range of accounting functions and develop professional skills in a local government setting.

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**REQUIREMENTS OF THE POSITION:**

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Strong analytical and numerical skills	✓	
High level computer literacy including Microsoft Office suite	✓	
Ability to interpret financial data and prepare reports	✓	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of accounting principles and financial procedures	✓	
Familiarity with Fringe Benefits Tax regulations	✓	
Awareness of Local Government Accounting Standards		✓
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Internship in Accounting		✓
<b>Qualifications and / or Training</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree in Accounting	✓	
Current National Police Clearance	✓	
Current "C" class drivers licence		✓

**KEY DUTIES / RESPONSIBILITIES:**

**General**

- Assist with monthly financial reporting and bank reconciliations.
- Support BAS preparation and submission.
- Help maintain asset register and reconcile control accounts.
- Assist with lease and loan portfolio management.
- Contribute to budget preparation and variance reporting.
- Support payroll and end-of-year financial processes.
- Maintain records for Fringe Benefit Tax and assist with returns.
- Provide financial support to project managers and other departments.

**Growth Opportunities**

- Lead the preparation of monthly financial reports for Council.
- Assist in developing and implementing financial policies and procedures.
- Take ownership of grant acquittals and funding compliance reporting.

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- Support the development of long-term financial plans and forecasting models.
- Participate in internal audit processes and risk assessments.
- Contribute to the preparation of the Annual Financial Statements.
- Assist with budget formulation and strategic financial planning.
- Liaise with external auditors and regulatory bodies.
- Provide financial training and mentoring to junior staff.
- Lead system improvements and automation of financial processes.
- Represent the finance team in cross-departmental projects.

**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 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*).

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**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Shire of Dandaragan**  
**Important Information for Job Applicants**



# APPLICATION FORM

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

POSITION DETAILS			
Position Advertised:			
Location:			
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 <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 : <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			
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>			
<b>(Referee 1)</b> Name:		<b>(Referee 2)</b> 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		
<input type="checkbox"/> <b>Refer to attached Resume for complete details (please tick if attached)</b>		
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: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair Are there any reasons you may be unable to carry out the full requirements of this position? <input type="checkbox"/> No <input type="checkbox"/> 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). <input type="checkbox"/> No <input type="checkbox"/> 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		
<input type="checkbox"/> Application Form Completed <input type="checkbox"/> Covering 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 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: .....