

Finance Officer

Application Package – December 2025

POSITION DESCRIPTION

Position Title	Finance Officer
Department	Corporate Services
Award/Agreement	Local Government Officers (Western Australia) Award 2021
Classification	Between Level 5.1 to 7.1
Status/Hours	Permanent Full – Time

Position Objective

Assist the Executive Manager Corporate Services (EMCS) and Corporate Services Manager (CSM) in the sound financial management of the Shire.

Key Responsibilities and Duties

Key Areas of Accountability	
Shire Finances	<ul style="list-style-type: none"> Support the preparation and maintenance of Rates Book and property database including maintain relevant details of ratepayers, processing of rebates and following up on outstanding debtors, (if applicable). Assist the EMCS and Finance Team in the preparation of monthly and annual reporting and budgets, including a “List of Accounts” for Council Agendas. Process debtors invoicing, maintain debtors ledger. Support the preparation of returns for submission to the Australian Taxation Office and complete BAS statements as required Administration of petty cash reconciliations and distributions.
Banking	<ul style="list-style-type: none"> Completion of monthly bank reconciliations for all funds, where applicable. Receipt online deposits, where applicable.
Payroll	<ul style="list-style-type: none"> Assist with Payroll processing if required
Creditors	<ul style="list-style-type: none"> Process creditors and ensure payments made in accordance with Council policies.
Other	<ul style="list-style-type: none"> Back-up for front of office duties, when required Any other duties consistent with the level of this position
Occupational Safety and Health	<ul style="list-style-type: none"> Demonstrate a strong commitment to Occupational Safety & Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others.

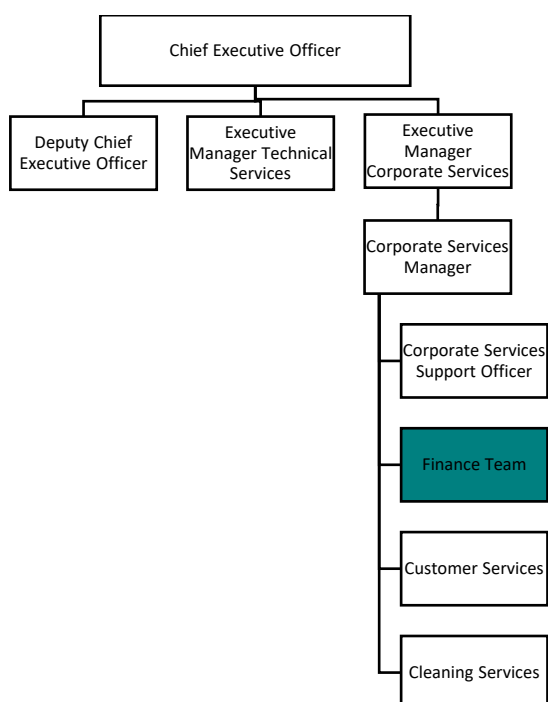
Position Requirements

Skills	Knowledge	Experience/Qualifications
Good keyboard and data processing skills	Working knowledge of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards	Completion of Tertiary qualifications or at least 3 years’ experience in relevant Local Government field or substantial progress towards relevant tertiary qualifications
Excellent mathematical and accounting skills	Working knowledge of local community and district	Hold current “C” class motor vehicle driver’s license

Good time management and organisational skills	Working knowledge of the relevant computer system and Windows based applications.	
Good written and verbal communication skills		
Good public relation skills		

Selection Criteria	Essential	Desirable
Skills		
Good keyboarding and data processing skills, including working knowledge of Microsoft word and excel	✓	
Excellent mathematical and accounting skills	✓	
Good written and verbal communication skills	✓	
Good public relation skills	✓	
Good time management and organisational skills	✓	
Sound problem solving skills	✓	
Knowledge		
Understanding of reporting and accounting requirements for Local Government		✓
Sound working knowledge of local government rates and debtors processing and procedures		✓
An understanding of Council organisational structure and function		✓
Familiar with the local district		✓
Experience/Qualifications		
Current 'C' class WA driver's license.	✓	
A relevant Tertiary qualification or at least 3 years' experience or substantial progress towards relevant tertiary qualification		✓

Organisational Relationship



Responsible to	Responsible For
Executive Manager Corporate Services	
Corporate Services Manager	

Internal/External Liaison

Internal	External
Chief Executive Officer	General Public
Deputy Chief Executive Officer	Creditors and Debtors
Executive Manager Technical Services	Ratepayers
Manager of Works and Services	External Auditors
Aquatics Centre Manager	
Practice Manager	
Caravan Park Caretaker	
Other Administration Staff	
Councillors	

CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

EXECUTIVE MANAGER CORPORATE SERVICES

SIGNATURE_____

DATE_____

(ii) As the employee I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME_____

SIGNATURE_____

DATE_____

DATE APPOINTED_____

CONDITIONS OF EMPLOYMENT

1. Standard Hours of Work

Ordinary hours are from 8.00am to 5.00pm with an hour for lunch, with an hour break for lunch. You will accrue one Rostered Day Off per month worked, to be taken at your discretion in consultation with your manager.

2. Annual Leave

Four weeks pro rata annual leave after twelve months of service, including 17.5% leave loading.

3. Superannuation

The superannuation payable at the commencement of the contract will be 12% of the ordinary time earnings. The Shire will make a matching co-contribution towards any superannuation payment made by the officer before tax, up to a maximum amount of 5% of their salary.

4. Public Holidays

In addition to the normal public holidays, two (2) days of paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave are available, as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after ten years of continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance will be allocated annually. This allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the officer to participate in relevant training and attend relevant conferences, as approved by management.

9. Medical Examination

The Officer will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of Pre-Employment Medical Examination. A copy of the medical examination report will be retained in the employee's personal file and made available for the employee.

10. Police Clearance

The Officer will be required, as a condition of employment, to provide a current Police Clearance at the Shire's expense.

11. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire, you may be required to take a test under the Shire's drug and alcohol policy.

12. Probationary Period

A probationary period is applicable to this position, and will be discussed at the time of offer of the position to the successful applicant. At the completion of this period, your position of permanency will be approved or declined by the Chief Executive Officer.

PREPARING YOUR APPLICATION

When preparing your application (covering letter and CV):

- consider the position requirements for the role, which are listed in the Position Description in this information pack;
- think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- provide those examples in your application.

REFEREES

You are required to nominate two (2) work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

PREPARING FOR THE INTERVIEW

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

AFTER THE INTERVIEW

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

CANVASSING OF COUNCILLORS

Canvassing of elected members is prohibited, and any applicant known to have done so may be disqualified.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of seven (7) Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing from 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 38 staff, including administrative and external officers as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



THE STAFF

Chief Executive Officer	1
Deputy Chief Executive Officer	1
Executive Manager Corporate Services	1
Executive Manager Technical Services	1
Manager of Works and Services	1
Corporate Services Manager	1
Aquatic Centre Manager	1
Medical Centre Manager	1
Recreation Centre Manager	1
Workshop Manager	1
Town Supervisor	1
Assets and Property Coordinator	1
Coordinator Administration and Community Services	1
Customer Service Officer	2
Finance Officer	3
Executive Support Officer	1
Medical Receptionist	2
Building Maintenance	2
Construction Crew	7
Town Crew	4
Trades Assistant	1
Cleaning Staff	8
Total	43

PHYSICAL CHARACTERISTICS

Location

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes three (3) satellite town sites: Shackleton, Babakin and Ardath, and the Kwolyin locality.

Population

At the last census the permanent population of Bruce Rock townsite is approximately 742. The permanent population of the Shire of Bruce Rock is approximately 979.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

HISTORY

The First Settlers

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

Railway

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

Townsite

The town was gazetted as Bruce Rock in June 1913.

PHYSICAL INFRASTRUCTURE

Roads

Total Length in the district	1,258 km
Main roads	72 km
Sealed local	425 km
Unsealed local roads	761 km

PUBLIC UTILITIES

Water

Water Corporation

Sewerage

Leach and Septic Individual Systems, additionally a STED scheme is in place for a majority of the Bruce Rock Townsite.

Electricity

Electricity is supplied by Synergy through the Western Power electricity grid.

Telephone

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, course grains, eucalyptus oil mallees and sandalwood.

Support Industries

Metal fabrication, light industrial, agricultural agencies and transport operations.

Essential Services

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician Tyres



COMMUNITY SERVICES

Health

20 bed Hospital

Medical Centre

Full time resident Doctor

Full Time Dentist

Visiting Allies and Specialist Health Services

Emergency Services

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

Education and Training

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12.

Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:15pm.

There is also a playgroup that meets weekly.

The Town and District Halls

Halls have been built at Bruce Rock, Babakin and Shackleton.

Recreation Centre and Facilities

Completed in April 2012, the recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The Shire has two (2) golf clubs, one 2km's from Bruce Rock and the other at Ardath. There is also a tennis club at Ardath and a bowling club in Shackleton.



Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre

Officially opened on October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

Bruce Rock Remembrance Park

Officially opened on the 6th November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight (8) sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

TOURISM

Granite Way

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

Museums

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.



Wildflowers

During the months of July, August and September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

Other Places of Interest

- Mosaic Pathway and Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



Accommodation

Bruce Rock Hotel Motel, Bruce Rock Chalet, Bruce Rock Caravan Park and Ardath Hotel.

Other Information

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.