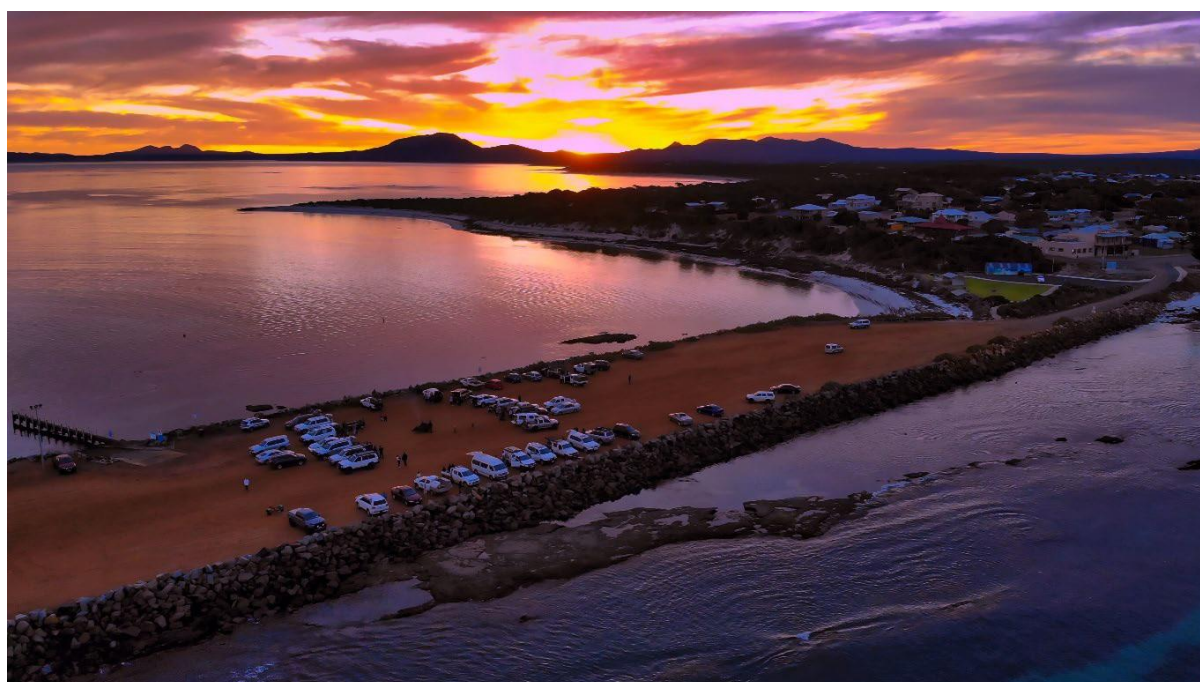




# Shire of Ravensthorpe

## Finance Officer



## Information Package

For information on the Shire of Ravensthorpe, please visit our website at

[www.ravensthorpe.wa.gov.au](http://www.ravensthorpe.wa.gov.au)

# **Prospective Applicants Information**

Thank you for your interest in the position advertised by the Shire of Ravensthorpe. To assist you in submitting your application, please take the time to read the following information.

## **Equal Employment Opportunity:**

The Shire of Ravensthorpe is family friendly and equal opportunity employer.

## **Queries:**

If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement.

## **Completing your Application:**

Your application should include the following:

1. **Covering letter:** Addressed to the Chief Executive Officer, stating why you are interested in applying for the position and giving details of how you may be contacted during office hours (Monday-Friday 9.00am to 4.00pm). It is recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.
2. **Resume or curriculum vitae:** Must be current and include your relevant personal details, qualifications, work history plus relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development.
3. **Statement of claims against the selection criteria:** usually a 1-2-page document that demonstrates how your skills, experience and qualifications directly align with the selection criteria for a role. The selection criteria can be found under point 8 of the position description.
4. **Referees contact details:** Your Resume or Curriculum Vitae must include the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Please do not submit original references as these will not be able to be returned.
5. **Qualification(s):** Certified copies of your qualification(s) or academic records of current studies must be attached to your application. Please do not submit original certificates of your qualifications or academic records as these will not be able to be returned.
6. **Certification form:** Please ensure the certification form is signed and submitted with your application.



### **Lodging your Application**

1. Your application must be marked “**Confidential – quoting the Position you are applying for**”.

**Submitting Application:** Applications must be emailed to [recruitment@ravensthorpe.wa.gov.au](mailto:recruitment@ravensthorpe.wa.gov.au).

2. Applications must reach the Shire of Ravensthorpe Office before the specified closing date and time.
3. Applications must have all the required documentation to be considered.
4. Please note all applications received will be acknowledged and all applications received will become the property of the Shire of Ravensthorpe and cannot be returned to unsuccessful applicants.

### **Interview Process**

If you are shortlisted for an interview you will be contacted by telephone or email during office hours to arrange your participation in the process. The Interview Panel will generally consist of at least three people.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Initially, the reference checks will be limited to your nominated referees and you should ensure they are aware that contact may be made with them to confirm your employment history. The Shire of Ravensthorpe reserves the right to make reference checks of the preferred applicants but will not contact any current employer unless your prior approval has been obtained.

## **Preferred Applicant**

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory Pre-employment Medical Report, Clear Drug and Alcohol Test results from the Shire of Ravensthorpe's nominated Medical Practitioner (at the Shire of Ravensthorpe's expense).
- Produce a National Police Clearance not more than 6 months old. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of a current Western Australian motor driver's license.
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant).
- Produce original or certified copies of all relevant qualifications and licences.

## **Unsuccessful Applicant**

All applicants will be notified of the outcome of the recruitment process once it has been finalised.



# **Certification Form**

## **Applicants Declaration, Authorisation and Waiver**

As the applicant I certify that:

The information contained in my application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire of Ravensthorpe reserves the right to verify all information in my application and if any material or statements are deemed false or misleading this will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Ravensthorpe, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained within my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

I acknowledge and understand that, if I'm successful in gaining employment with the Shire of Ravensthorpe, I'm required to sign and/or have witnessed the following documents:

- Acceptance of the Shire of Ravensthorpe Contract of Appointment.
- Shire of Ravensthorpe Code of Conduct.
- Position Description for the appointed position.
- Secondary Employment Declaration.
- Memorandum of Understanding in relation to current Drivers Licence (if relevant).

.....  
Signature of Applicant

.....  
Printed Name of Applicant

.....  
Date

### **Please Note:**

**The Shire of Ravensthorpe undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position.**

**Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.**



# Finance Officer

Part- Time- 19 hours per week

Total Salary Package range between \$90,231pa and \$101,147pa (pro-rata)

## **About the role**

The Shire is looking for a detail-focused Finance Officer to manage our sundry debtors function and support accurate financial operations. This is a key role in a small, collaborative team, contributing to month-end reconciliations, reporting, budgeting, and finance projects.

You will be responsible for the timely and accurate processing and management of sundry debtors, including the escalation of complex debt matters where required. The role also supports the preparation of month-end reconciliations, financial reporting, budget reviews, and financial analysis, while contributing to finance projects and continuous improvement initiatives. As part of a small and customer-focused team, you will also provide support to internal and external stakeholders and assist with front counter and telephone enquiries as required.

Potential applicants are encouraged to contact Bethany Goss, HR/Payroll Manager by calling on (08) 9839 0000 to discuss the requirements and opportunities for this position.

## **Conditions**

Applicants must have or be willing to successfully obtain:

- Completed accounting qualifications or equivalent work experience and/or studying towards obtaining an accounting qualification.
- Current "C Class" Drivers Licence.
- Current National Police Clearance.
- Pre-employment medical including drug & alcohol test, hearing test & musculoskeletal test

## **What's in it for you?**

A pro-rata total salary package will be offered dependent on qualifications, skills and experience as per the Ravensthorpe Enterprise Bargaining Agreement 2023.

There are lots of benefits to taking up a role with SOR

- A competitive, Enterprise Bargaining Agreement-based salary with annual increments
- 12% superannuation
- Additional 5% superannuation with co contributions
- \$114 per week pro rata allowance for full and part time employees residing within the Shire, to assist with the living costs associated with living in an isolated area
- Two additional days of leave per year (local government holidays)
- 5 weeks annual leave plus 17.5% leave loading
- Free Gym and Pool season pass for all full and part time employees
- Free Annual Flu shot

## **Location**

The Shire of Ravensthorpe is a local government area of 13,551 square kilometres, in the Great Southern region of Western Australia. The Shire is located on the stunning Fitzgerald Coast region and is the year-round gateway to one of the largest and most botanically significant National Parks in Australia, the Fitzgerald National Park. Home to the internationally recognised Fitzgerald Biosphere, it is also bordered by the newly created South Coast Marine Park. The area is often described as an undiscovered wilderness, encompassing the settlements of Ravensthorpe, Hopetoun, Jerdacuttup, Munglinup and Fitzgerald, the shire is located five hours south east of Perth, two hours west of Esperance and three hours east of Albany.

The Shire has a population of 2,085 (2021) and is a beautiful and family friendly place to settle that offers a healthy lifestyle, the Shire of Ravensthorpe is made up of strong communities, with locals who are passionate about agriculture, art, wildflowers, history, the environment, sport, fishing and recreation. The primary industries include farming, tourism and mining.

### **How to apply for this position**

To be considered for the role, applicants **must** provide the following:

- A current resume outlining your employment history and professional learning summary relevant to this position
- A covering letter outlining your suitable experience for the position and why you are interested in this field of work.
- A statement of claims addressing the selection criteria in the position description.
- The contact details of two (2) work related referees who can attest to the claims made in your application. It is preferable for one of your referees to be your current Supervisor or Manager.

Applications can be emailed to [recruitment@ravensthorpe.wa.gov.au](mailto:recruitment@ravensthorpe.wa.gov.au) or posted to PO Box 43, Ravensthorpe WA 6346, addressed to the Chief Executive Officer, Shire of Ravensthorpe and marked Confidential –Finance Officer **no later than 4pm Friday 3<sup>rd</sup> July, 2026.**

### **Supporting a diverse workforce**

The Shire of Ravensthorpe is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Nicole O'Neill  
**Chief Executive Officer**

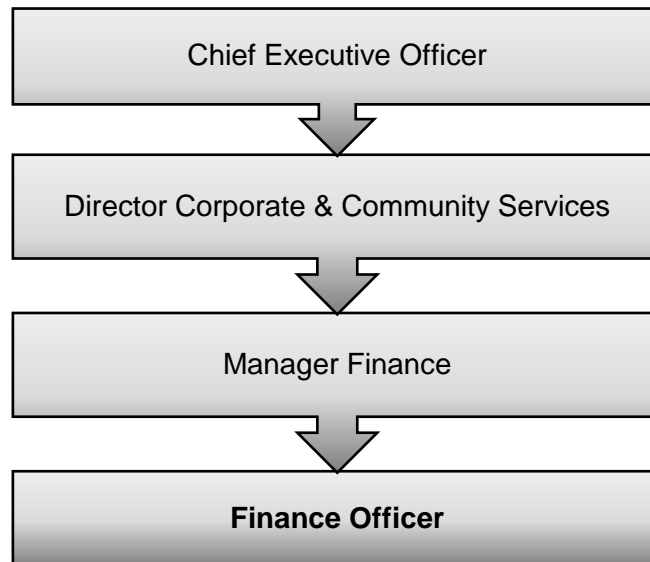
# SHIRE OF RAVENSTHORPE

## Position Description



<b>Position Title:</b>	<b>Finance Officer</b>	<b>No: 93</b>
<b>Directorate:</b>	Corporate & Community Services	
<b>Reporting to:</b>	Manager Finance	
<b>Award:</b>	Local Government Officers' (Western Australia) Award 2021, and the Municipal Employees (Western Australia) Award 2021.	
<b>EBA Band Level</b>	<b>Status</b>	<b>Hours per week</b>
4 / 5	Part Time	19
<b>Workplace Address:</b>	(a) Shire Administration Office 65 Morgans Street, Ravensthorpe. (b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.	
<b>Probationary Period:</b>	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).	
<b>Performance Review:</b>	Conducted annually or as determined by Shire Policy/Procedure.	

### 1. Reporting Organisational Structure



## 2. Organisational Values

### **Honesty**

We are upfront, sincere and open in all of our actions.

### **Communication**

We share information clearly so everyone knows what is happening.

### **Respect**

We treat everyone with fairness and value their contribution.

### **Integrity**

We do the right thing and stand by our commitments.

## 3. Position Purpose and Objectives

This position supports the delivery of accurate financial operations through month-end reconciliations, financial reporting, budgeting support and financial analysis, while ensuring compliance with accounting standards and internal controls. It is also responsible for the sundry debtors function, including timely processing, debt management and policy application, and contributes to finance projects and continuous improvement initiatives.

## 4. Principle Responsibilities and Duties

### **Finance**

- Prepare month-end reconciliation of general ledger accounts as allocated, ensuring compliance with accounting standards and internal controls.
- Contribute to and support the preparation of monthly financial reporting, annual financial accounts, budget reviews and forward financial planning, including undertaking analysis and providing input to the Manager Finance.
- Undertake and coordinate finance project activities, including financial analysis, coordination, documentation, and reporting, contributing to the effective delivery of finance initiatives in accordance with organisational objectives, legislative requirements, and established policies and procedures.

### **Accounts Receivable**

- Ensure timely and accurate processing of sundry debtors.
- Responsible for the sundry debtors function, including policy application, escalation of complex or high-risk debt matters, and authority to recommend or implement process improvements.
- Provide operational support and relief for the Finance & Rates Officer in the creation of customers and debt collection processes for sundry debtors as required.

### **Other Duties**

- Maintain and develop professional finance knowledge and skills, including undertaking relevant on- and off-the-job training.
- Provide a high level of customer service to all internal and external stakeholders.
- Provide front counter and telephone relief as required.
- Undertake additional reasonable duties commensurate with classification level.

## 5. General Accountabilities

### Occupational Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all Work Health and Safety Policies, Procedures and Practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe national privacy principles and privacy legislation.
- Ensure all work is carried out in accordance with Shire's Safety and Risk Management Framework.

### Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Always be supportive of management policies and procedures with regards to the Shire's vision, goals, interpersonal relationships and the Shire's Code of Conduct.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

### Human Resources

- When required and/or directed, relieve positions within the Directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's performance review policy / procedure.

### Compliance Adherence

- With all relevant legislation, policies, procedures, the Shire Code of Conduct and Guidelines.
- That all documentation is appropriately recorded and stored according to the *State Records Act 2000* and the Shire's record management systems.

## 6. Organisational Relationship

### Reporting to:

- Director Corporate & Community Services
- Manager Finance

### Internal Stakeholders

- Chief Executive Officer;
- Executive Management;

- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders.

#### **External Stakeholders**

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.

## **7. Judgement and Delegation**

### **Judgement**

- This position reports directly to the Manager Finance and operates under broad direction, exercising a high degree of independent judgement within defined areas of responsibility.
- The role exercises professional judgement and initiative in managing complex financial processes, determining work priorities, resolving issues, and applying policies, procedures, and legislative requirements.
- Decisions are made within established guidelines and frameworks, with responsibility to identify, assess and escalate non-routine, complex or high-risk matters as appropriate.
- The position requires a high level of discretion, confidentiality and sensitivity, particularly in relation to financial information, stakeholder interactions and compliance obligations.

### **Delegation**

- Administer Shire Policy as per Delegation.
- Adhere to Shire Local Laws as per Delegation.
- Purchase goods and services as directed as per Council Policy Delegation.
- Any other delegations as per the Delegation Register.

## **8. Selection Criteria**

### **Qualifications**

- Completed accounting qualifications or equivalent work experience and/or studying towards obtaining an accounting qualification.
- Current "C Class" Drivers Licence.
- Current National Police Clearance.
- Current Senior First Aid Certificate.

### **Knowledge and Experience**

Demonstrated experience in:

- A financial administration position utilising computerised accounting software with a minimum of three to five years' experience;
- Local government financial environment and systems;
- Processing payroll including interpretation of award conditions and contractual arrangements;
- Payment of creditors and debtors, and providing support in these areas to other officers;
- Ability to effectively manage time and willingness to work as an integral part of a small, efficient, team with a keen desire to "get the job done properly" the first time;

- Front counter customer service experience including processing of permits or licences as required by the local authority or as an agency in a regional environment;
- Cash receipting and banking while maintaining records and accuracy; and
- Reviewing procedures and system to ensure best practice is achieved and to meet organisational strategic vision.

Demonstrated knowledge of:

- Goods and services tax (GST) and fringe benefits tax (FBT) legislation and other taxation requirements;
- Record management systems and legislative record keeping framework within government agencies local or state;
- Highly developed knowledge of general accounting procedures such as debtors, creditors, payroll and bank reconciliations;
- Insurance claim processes and reporting; and
- General ledger maintenance and accuracy in data management including journals.

### Skills

- Sound computer skills e.g. Microsoft modules, record management systems, accounting systems and IT Vision SynergySoft.
- Effective interpersonal, verbal and written communication.
- Effective time management.
- Excellent customer service.
- Well-developed negotiation and conflict resolution skills.
- Well-developed decision making and problem-solving skills.

### Essential

- Undertake and pass a full medical including drug and alcohol testing.

## 9. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisation's performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

<b>Approved by:</b>	Chief Executive Officer
<b>Recommended by:</b>	Manager Finance
<b>Prepared by:</b>	Manager Finance
<b>Reviewed Date:</b>	June 2026