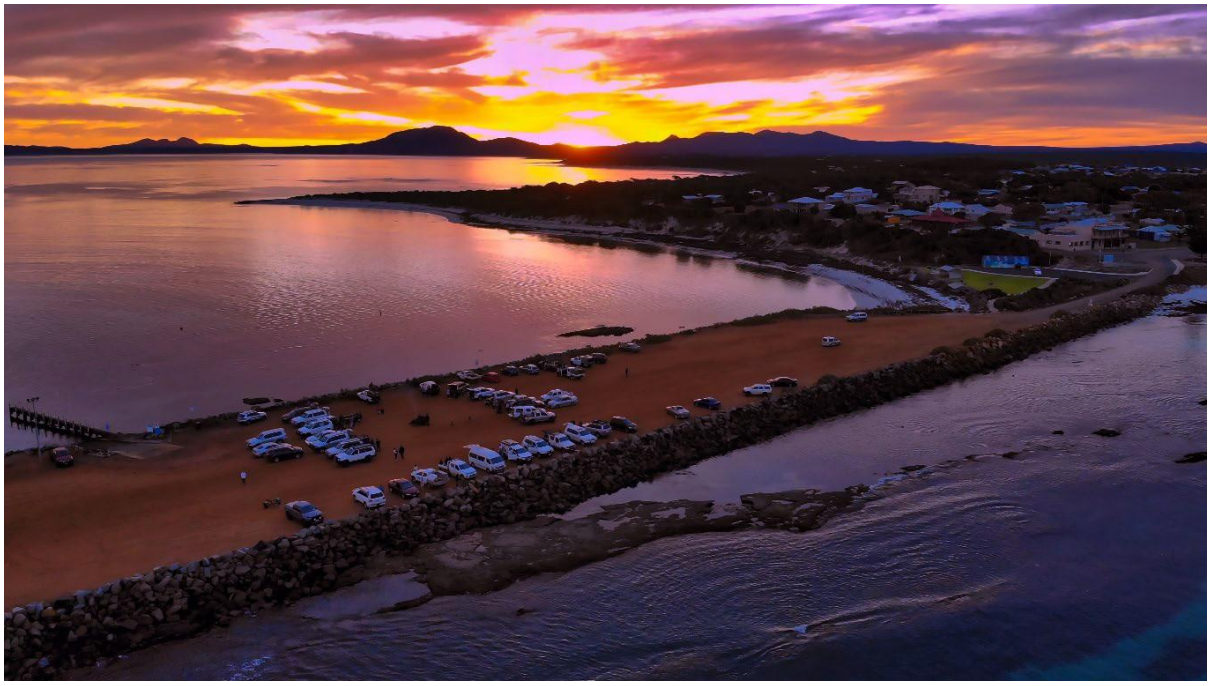
Shire of Ravensthorpe

Finance Manager



Information Package

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

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.

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 3 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 Manager

The Shire of Ravensthorpe has an opportunity available for a highly motivated, team focused, energetic and passionate person with excellent communication and organisational skills to lead our Corporate Finance Team. We are committed to fostering a vibrant, supportive, and future-focused working environment promoting outstanding service to the Ravensthorpe district and its communities.

About the role

We are seeking a systems-focused finance professional who motivates people, communicates with purpose and wants their work to make a real difference in the community. As Finance Manager, you will have a broad skillset that is highly analytical, a detail-driven finance professional with a strong strategic approach to financial reporting. The successful candidate will bring a methodical approach, sound judgement and a commitment to accuracy and continuous improvement.

We are ideally looking for someone with formal accounting qualifications or who is currently studying towards obtaining them. This role offers a great opportunity for career development for those looking to advance their career in accounting.

Potential applicants are encouraged to contact Cameron Watson, Director Corporate & Community Services by calling (08) 9839 0000 to discuss the requirements and opportunities for this position.

Conditions

Preferably, applicants must have or be willing to successfully obtain:

- Accounting qualifications or substantial experience in an accounting environment (preferably Local Government).
- Demonstrated ability to apply analytical and problem-solving skills to improve financial management.
- Demonstrated ability to prioritise and meet conflicting deadlines.
- Demonstrated excellent people management skills with experience in coordinating and managing the performance of a small team.
- Strong computer literacy with experience in the use of MS Office suite applications, data software and ERP systems such as SynergySoft for the monitoring and reporting of data.
- Experience in preparing and reviewing balance sheet reconciliations, including bank, debtors, creditors, payroll and fixed asset reconciliations, in a high-volume finance environment.

What's in it for you?

- Cash Salary in the range of $90,000 to $110,000.
- Up to 17% Superannuation
- Housing provisions
- Vehicle Allowance
- Professional Membership & Professional Development
- Five (5) weeks Annual Leave

A total salary package of up to $167,917 will be offered dependent on qualifications, skills and experience on a Three (3) to Five (5) year Contract.

There are lots of additional benefits to taking up a role with the Shire of Ravensthorpe:

- Access to salary packaging arrangements
- Free Gym and Pool season pass for all full and part-time employees
- Free Annual Flu shot

Location

The Shire of Ravensthorpe encompasses the settlements of Ravensthorpe, Hopetoun, Jerdacuttup, Munglinup and Fitzgerald and is located within the picturesque Fitzgerald Biosphere Coast region which is recognised as one of 5 official UNESCO Biosphere Reserves in Australia, providing a balance of biodiversity conservation with sustainable community development. Located five hours southeast of Perth, two hours west of Esperance and three hours east of Albany, the Shire of Ravensthorpe is nestled amongst the spectacular Fitzgerald River National Park, the Ravensthorpe Range and stunning coastline.

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 mining, farming and tourism.

How to apply for this position

Applicants are encouraged to apply online and **must** provide:

- 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 found in the position description. This can be found in the application package on our website.
- 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 or posted to PO Box 43, Ravensthorpe WA 6346, addressed to the Chief Executive Officer, Shire of Ravensthorpe and marked Confidential – Finance Manager**.**

Applications close at 4.00pm AWST on Friday 11th December 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

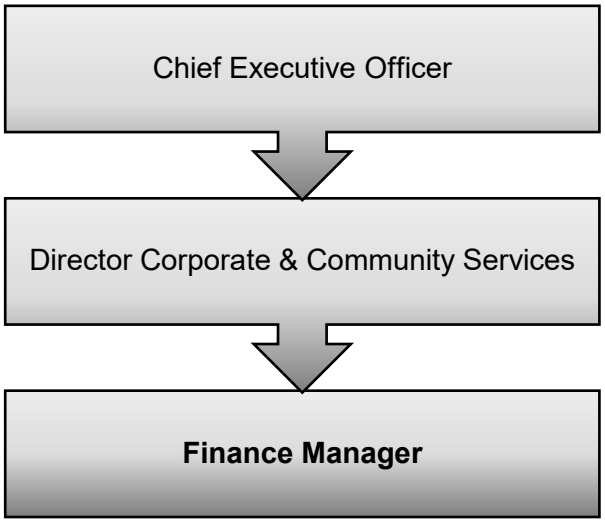
SHIRE OF RAVENSTHORPE

Position Description



Position Title:	**Finance Manager**		**No:** 11
Directorate:	Corporate & Community Services		
Reporting to:	Director Corporate & Community Services		
Award:	Contract Position.		
EBA Band Level	Status	Hours per week	FTE
Contract	Full Time	38	1.0
Workplace Address:	(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.		
Probationary Period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).		
Performance Review:	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

The position supports the Shire's financial management, ensuring accurate statutory reporting, effective budgeting, and strong financial governance. It oversees core finance functions, maintains robust financial systems and controls, and provides high-level advice to support informed decision-making.

The role manages the Finance team to deliver efficient services and contributes to continuous improvement across the organisation.

4. Principle Responsibilities and Duties

Financial Accounting

- Preparation of monthly financial statements and reports for Council.
- Prepare the Annual Financial Report and related reports for submission to the Auditor.
- Support the completion of the annual audit.
- Oversee the preparation of grant acquittals and grant funding applications in relation to finance.
- Ensure submission of financial reports and returns to Statutory and Regulatory Authorities within required timeframes.
- Assist with reviewing and formulating corporate policy and procedure for matters relating to the finance area of the Shire.
- Responsible for maintaining of appropriate controls which safeguard the Shire's financial and accountable assets.
- Oversee the month end close for the Shire, ensuring all journals and reconciliations are processed in a timely fashion and in accordance with relevant accounting standards and council policies.
- Provide professional and technical advice on financial management and reporting matters.
- Manage the organisation's accounting and financial related functions to ensure accurate financial reporting and compliance with Australian Accounting Standards.
- Ensure accurate and timely preparation of taxation returns as applicable.
- Administer the shire's treasury and banking functions
- Support and develop taxation rating strategy, including budget rating approvals

Management Accounting

- In conjunction with the Director Corporate & Community Services assist with the coordination and compilation of the Shire's annual budget and budget reviews.
- Ensure the provision of high quality and comprehensive budgeting, financial planning and management reporting.
- Monitor actual performance against budget, analyse variances and identify trends.
- Undertake ad-hoc financial analysis

Systems Accounting

- Develop and maintain financial accounting and management systems and reporting to ensure that the Shire's statutory and accounting standard obligations are met.
- Develop and continuously improve transaction perspective, financial reporting and advisory systems and services that will assist executive and line managers in meeting their obligations for responsibility and accountability.
- Maintain Shire's Chart of Accounts in accordance with the adopted budget, in conjunction with the Director Corporate & Community Services.

Operational

- Manage the Creditors, Debtors, Rates and Procurement functions regarding conduct, performance and capability in accordance with the Shire's practices and procedures
- Manage the day-to-day operations of the Finance team to ensure efficient and effective provision of services.
- Prepare insurance renewal returns, asset schedules and co-ordinate general insurance claims functions as a safeguard to shire assets
- Provide financial support services to the Ravensthorpe Hopetoun Future Fund

Leadership and People Management

- Provide effective leadership to department employees.
- Develop the capability and competency of individual employees and the department to align with organisational and business requirements.

Other

- Any other duties consistent with the level of this position.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

5. General Accountabilities

Occupational Health and Safety

- Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role
- 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 Occupational 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 the 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
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other Shire services
- 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's Code of Conduct and Guidelines
- That all documentation is appropriately recorded and stored
- With software licence requirements
- To the *State Records Act 2000* and the Shire's record management systems

6. Organisational Relationship

Reporting to:
- Director Corporate & Community Services

Supervision of:
- Finance
- Accounts Payable
- Accounts Receivable
- Rates
- Procurement

Internal Stakeholders

- Chief Executive Officer;
- Directors;
- 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 Director Corporate & Community Services
- This position has full autonomy within roles and responsibility
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines
- Demonstrates a level of judgement to ensure all work practices, standards, procedures, and guidelines are adhered to
- Demonstrates a high degree of judgement, initiative, confidentiality, and sensitivity

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

- Accredited accounting qualification or current study towards a finance/accounting qualification or significant (5+ years) working in a finance environment, preferably within Local Government.
- Current “C Class” drivers’ licence
- Current National Police Clearance

Knowledge and Experience

Demonstrated experience in:

- Financial management practices;
- Interpreting and implementing accounting standards, legislation, regulations, policies, procedures and bylaws;
- Analysing financial data for trends and issues;
- Internal management reporting;
- Formulating innovative and strategic funding solutions; and
- Supporting financial audit processes

Demonstrated knowledge of:

- Government accounting and financial legislation, policies and processes;

- Relaying and obtaining relevant information to maintain transparency between the Shire and all stakeholders; and
- Preparation of financial accounts and monthly reporting

Skills

- Sound computer skills e.g. Microsoft applications, record management systems, and accounting systems
- Effective team leadership skills
- 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
- Current unrestricted “C” class license

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 organisations’ performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

Approved by:	Chief Executive Officer
Recommended by:	Director Corporate & Community Services
Prepared by:	Director Corporate & Community Services
Reviewed Date:	November 2026