

FINANCE COORDINATOR

Application Package

Contact

Solomon Mwale - Manager of Corporate Services

Solomon.mwale@dowerin.wa.gov.au

(08) 9631 1202



FINANCE COORDINATOR

ABOUT THE ROLE

An opportunity exists for a dedicated and self-motivated individual to join our Corporate Services team as a Finance Coordinator. Reporting to the Manager of Corporate Services, this position is responsible for overseeing key financial functions, including debtors' management, rates administration, payroll processing, financial reporting, and taxation compliance. The role also involves ensuring compliance with legislative requirements, supporting process improvements, and engaging with internal and external stakeholders to enhance financial operations.

ABOUT THE SUCCESSFUL CANDIDATE

You will undertake key responsibilities in a professional, efficient, and timely manner, contributing to Council's commitment to strong financial management. You are a detail-oriented and analytical professional with experience in finance, accounting, or business administration. Your ability to manage financial processes, maintain compliance with regulations, and provide accurate financial reporting will be essential in this role. You will work closely with stakeholders to support continuous improvement initiatives, ensuring financial systems operate efficiently and effectively.

WHAT WE OFFER

This permanent position offers employment terms and conditions in accordance with and above the *Local Government Officers' (Western Australia) Award 2021*.

ADDITIONAL DETAILS

The position description is available on the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Solomon Mwale, Manager of Corporate Services, on 9631 1202 or via email to solomon.mwale@dowerin.wa.gov.au.

TO APPLY

Applications marked 'Private & Confidential - Finance Coordinator' and should be submitted via email to ceo@dowerin.wa.gov.au or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461. Applications must be received by **4.00pm Friday 11 April 2025**. Late applications will not be accepted.

Manisha Barthakur
CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the *Local Government Officers' (Western Australia) Award 2021* Level Seven (7).

Classification	Level Seven (7)
Hourly Rate	\$40.00 - \$43.09 dependent on experience.
Annual Salary	\$79,040.00 - \$85,145.84 dependent on experience.
Industrial Allowance	As per Local Government Officers' (WA) Award 2021.
Superannuation	11.5% as per Superannuation Contribution Guarantee.
Leave Loading	17.5%
Housing	Housing may be negotiated by the Chief Executive Officer.
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	76 hour / 9-day fortnight.
Location	Shire Administration Office.

Industrial Agreement

Employment conditions are in accordance with the *Local Government Officers' (Western Australia) Award*.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from your supervisor.

Annual Leave - Pro Rata

20 annual leave days per year as per the *Local Government Officers' (Western Australia) Award 2021* with an additional 17.5% leave loading.

Personal Leave - Pro Rata

10 personal leave days per year as per *Local Government Officers' (Western Australia) Award 2021*.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Finance Coordinator

Created March 2025



Department	Corporate Services – Finance
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Seven (7) of Local Government Officers Award 2021
FTE	Permanent Full Time

POSITION OBJECTIVES

The Finance Coordinator is responsible for overseeing key financial operations, ensuring compliance with legislative requirements, and maintaining high service standards. This role involves managing debtors, rates administration, payroll, financial reporting, and taxation compliance while supporting process improvements and stakeholder engagement.

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Manager of Corporate Services
Liaison with:	Shire Staff and Management, Community Members and Organisations, Government Departments, Stakeholders

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT AND COMPLIANCE

- Ensure financial activities comply with relevant local government legislation, regulations, and accounting standards.
- Provide expert advice on rates, accounts payable/receivable, and debt recovery, ensuring adherence to policies and legislative requirements.
- Assist in developing and reviewing the Shire's annual budget, including rates modelling and variance analysis.
- Support end-of-month and end-of-year financial processes, including reporting, audits, and reconciliation of financial systems.
- Use data analysis and financial planning tools to make informed decisions and improve financial processes.

DEBTORS MANAGEMENT AND DEBT RECOVERY

- Oversee the invoicing process and ensure timely and accurate billing of debtors.
- Monitor accounts receivable, follow up on outstanding payments, and manage debt recovery processes.
- Maintain a well-organised system for tracking and recovering outstanding debts to support cash flow.

RATES ADMINISTRATION

- Assist in the preparation, distribution, and management of annual rates notices.
- Maintain accurate ratepayer records and address ratepayer queries related to rates assessments.
- Provide expert guidance on rating principles, interim rates, pensioner rebates, and the annual rates levy.

PAYROLL PROCESSING

- Administer payroll for all Shire employees, ensuring accuracy and compliance with awards and agreements.
- Maintain payroll records, including statutory deductions and superannuation contributions.
- Process payroll transactions in a timely and efficient manner.

BANK RECONCILIATION AND FINANCIAL REPORTING

- Perform monthly bank reconciliations for all Shire accounts, ensuring discrepancies are promptly resolved.
- Assist with the preparation of financial reports, including budget monitoring and variance analysis.
- Support internal and external audits by preparing necessary documentation and ensuring compliance.

TAXATION COMPLIANCE

- Prepare and lodge Business Activity Statements (BAS) quarterly in accordance with ATO regulations.
- Assist with the preparation and submission of Fringe Benefits Tax (FBT) returns.
- Prepare and Lodge Taxable Payments Annual Reports (TPAR)

STAKEHOLDER ENGAGEMENT AND PROCESS IMPROVEMENT

- Work closely with internal and external stakeholders, including ratepayers, Councillors, auditors, and financial teams.
- Identify opportunities for process improvements, including automation and efficiency enhancements.
- Contribute to the development and review of financial policies, procedures, and strategies.

FRONT COUNTER RELIEF AND CUSTOMER SERVICE

- Provide relief assistance at the front counter when required, assisting the public with financial queries.
- Handle inquiries professionally and direct requests to appropriate staff or departments.

ADDITIONAL DUTIES

- Perform other finance-related tasks as directed by the Manager of Corporate Services, in response to the Shire's evolving financial requirements.

SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualification in finance, accounting, business administration, or equivalent experience.
2. Strong knowledge of financial legislation, including the Local Government Act, taxation regulations, and accounting principles.
3. Demonstrated experience in debtors' management, rates administration, payroll processing, and financial reporting.
4. Strong problem-solving, analytical, and organisational skills, with attention to detail.
5. Excellent written and verbal communication skills, with the ability to liaise with stakeholders at all levels.
6. High level of proficiency in financial systems, spreadsheets, and reporting tools.
7. Ability to manage competing deadlines and adapt to changing priorities.
8. Commitment to process improvement, innovation, and service excellence.

DESIRABLE

1. Experience in local government finance.
2. Understanding of the Rates and Charges (Rebates and Deferments) Act and local government rating principles.
3. Knowledge of occupational health and safety practices related to financial services.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Actively promote safety projects and participate in Injury Management Programs as required.
- Ensure workers, contractors and volunteers have a safe place of work in which to work.
- Ensure all hazards are identified, assessed, and eliminated or controlled.

EXTENT OF AUTHORITY

- Operates under the direction of the Manager of Corporate Services.
- Internal liaison with the Shire staff and volunteers.
- External liaison with the community, contractors, government agencies, stakeholders, suppliers, and visitors.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

BENEFITS

- Competitive salary and superannuation contributions.
- Professional development opportunities to support career growth.
- Flexible work arrangements promoting work-life balance.
- Inclusive and supportive workplace culture.
- Housing may be negotiated by the Chief Executive Officer.
- Local Government Officers Award (WA) 2021 Level Seven (7) up to \$85,145.84

CERTIFICATION

Authorised by Chief Executive Officer

Signature

Authorised by Manager of Corporate Services

Signature

Date Reviewed 21 March 2025

INCUMBENT ACKNOWLEDGEMENT

Employee

Signature

Date

APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise, and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

APPENDIX A

