



<b>Position Title</b>	Senior Finance Officer
<b>Cash Component</b>	\$90,000 - \$95,000 (dependant on experience and qualifications)
<b>Housing</b>	<b>Brand New 3x2 House</b> inclusive of rent and utilities
<b>Division</b>	Finance & Corporate Services
<b>Reports to</b>	Manager of Finance and Corporate Services

The Shire of Upper Gascoyne has an excellent opportunity for a highly skilled and experienced Senior Finance Officer to join our dynamic team. The successful candidate will play a pivotal role in our finance department, contributing to the efficient processing of journals, reconciliations, and financial reports. If you have a passion for finance, excellent attention to detail, and a desire to make a difference, we want to hear from you.

**Key responsibilities of the position will include:**

- Provision of month end functions incorporating general ledger reconciliation and review.
- Management of fixed asset register, fair value revaluation and reconciliation.
- Assist with audit and budget preparation.
- Provide support to accounting functions and processes as required. ie payroll, creditors, debtors and bank reconciliations.
- Management of insurance policies, claims register and submissions.
- Rate enquiries contact in conjunction with rates officer.
- Management of grants register inclusive of grant acquittals preparation and assistance to internal stakeholders.
- Provide the team with general accounting support and guidance.

An attractive remuneration package will be offered including a **Brand New 3x2 House** inclusive of rent and utilities.

In order to be considered for the position, you must be able to demonstrate your suitability for the role.

**In addition to a resume, applications should include a covering letter which clearly outlines why you are interested in the position, local government or other relevant finance experience, and other relevant skills and experience as requested in the application criteria.**

**An application package is available on the Shire's website**

**<https://www.uppergascoyne.wa.gov.au/council/our-region/employment.aspx> or by contacting Andrea Pears on 9943 0988.** Applications close 4:00pm on Monday 9<sup>th</sup> December 2024, however the Shire of Upper Gascoyne reserves the right to close the advertising at an earlier date. Applications should be marked 'Private & Confidential – Senior Finance Officer, addressed to [financemanager@uppergascoyne.wa.gov.au](mailto:financemanager@uppergascoyne.wa.gov.au).

The canvassing of Shire Staff and/or Elected Members will disqualify potential applicants from this process.

**The Shire of Upper Gascoyne is an equal opportunity employer.**

John McCleary  
Chief Executive Officer