INFORMATION PACKAGE

FINANCE OFFICER

110 MASSINGHAM STREET, KELLERBERRIN WA 6410
TELEPHONE: (08) 9045 4006
WEBSITE: WWW.KELLERBERRIN.WA.GOV.AU

Contact:
Morgan Ware, Manager of Governance
mog@kellerberrin.wa.gov.au
(08) 9045 4006

Advertisement

Finance Officer

Situated in the Wheatbelt region only 200kms east of Perth on the Great Eastern Highway, the countryside around Kellerberrin just beckons to be explored. Sweeping golden plains lead to stunning natural attractions, rocky outcrops and scenic hills to give a panoramic view of the region.

The Shire of Kellerberrin is seeking a motivated, enthusiastic and customer-focused individual to join our team as a Finance Officer. This position presents an excellent opportunity to contribute to a progressive local government organisation committed to delivering high-quality services and maintaining financial excellence.

The position will be permanent full time with a total remuneration package of $85,154.07 per annum, including superannuation.

The **Information Package** is obtainable via email ea@kellerberrin.wa.gov.au quoting "Finance Officer - Shire of Kellerberrin" or on the website.

For further information contact Morgan Ware, Manager of Governance on 9045 4006. **Applications** should be sent to: ea@kellerberrin.wa.gov.au or mailed to Morgan Ware, Manager of Governance, Shire of Kellerberrin, PO Box 145, KELLERBERRIN WA 6410 marked "Private & Confidential – Finance Officer Shire of Kellerberrin" by 12.00pm Friday, 4th December 2026.

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*

Shire of Kellerberrin

When you follow *C. Y.* O'Connor's pipeline for a couple of hundred kilometers east of Perth you will arrive in the township of Kellerberrin.

The town's origins date back to 1908 when the *'Kellerberrin Road Board'* was gazetted. The Road Board covered large areas of land stretching across parts of Tammin, Wyalkatchem, Trayning, Merredin and beyond. On 1st July, 1961, following changes to the Local Government Act, the Shire of Kellerberrin was born.

Fuelled by wheat and sheep farming, the Shire has grown to a population of around 1,400 and now includes most modern amenities. The Shire boasts a supermarket, café, chemist, schools, swimming pool, speedway, recreation and leisure centre, train station, Aged Care facility, hospital and resident medical practitioner.

By far the most attractive feature of the Shire is the community. Friendly, family-orientated, optimistic and active is how some locals would describe it. You get a sense of this just by looking at the large range of junior sporting activities on offer. There's an Aquatic Club, Basketball Club, Cricket Club, Football Club, Netball and Hockey Club. And for anyone left over, there's tennis, golf, lawn bowls, dancing, darts and horse riding!

It's no secret that the people of Kellerberrin value safety. In fact, residents will tell you quietly that there's really not a lot of demand for locks on doors and security patrols in Kellerberrin. And, it has been that way since history can remember.

In 2025, the Shire of Kellerberrin is growing. Growing in both population *and* infrastructure. Right now, there are a significant number of exciting projects on the drawing board.

Council Statistics

Population: 1,270
Area (sq kms) 1,852
Distance from Perth: 202
Length of Sealed Roads (km):228.59

Length of Unsealed Roads (km):710.17

Local Industries: Steel fabrications, sheet metal works, grain silo manufacturers, seed cleaning and sales, concrete, trailer manufacturer, roadhouse

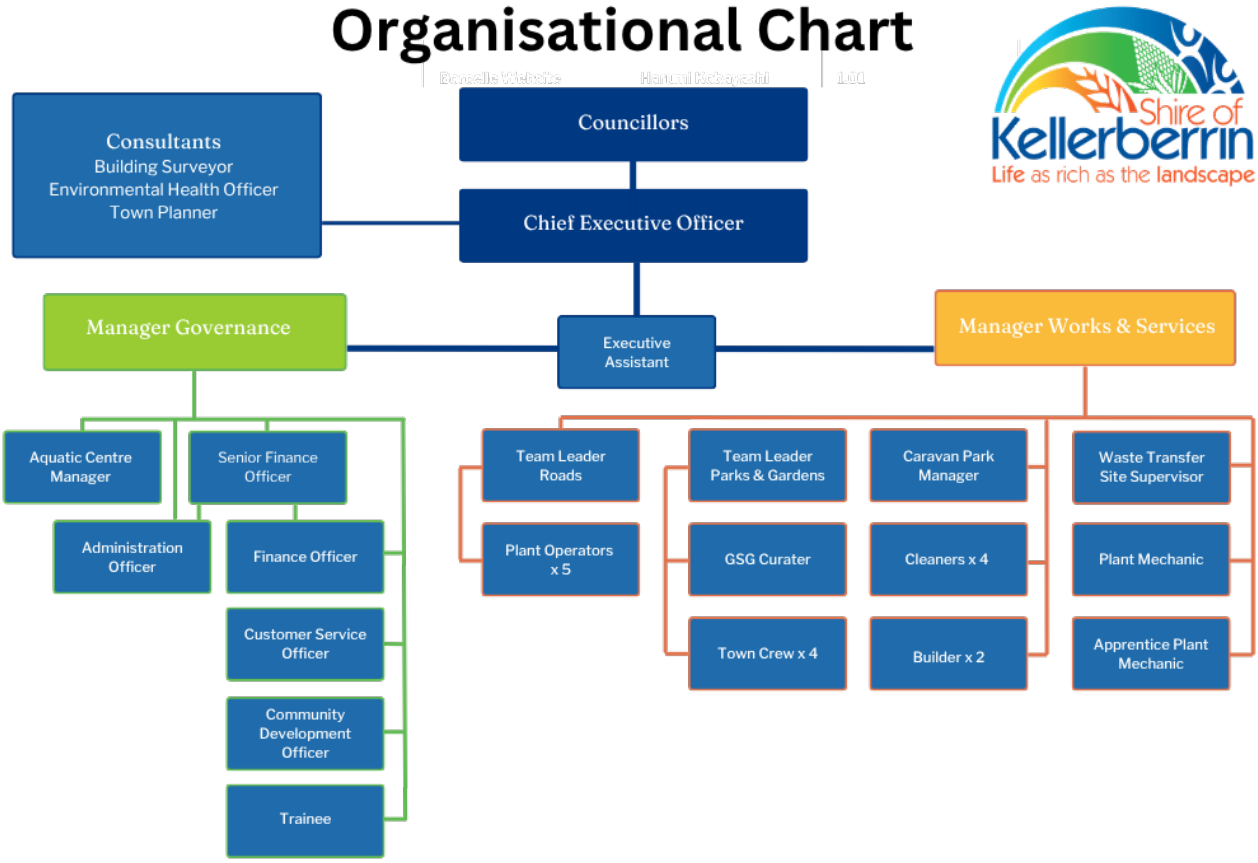
Number of Electors: 820
Number of Dwellings: 570
Number of Employees***:*** 28

Shire of Kellerberrin Council

President Cr Matthew Steber
Deputy President Cr Emily Ryan
Councillors
Cr Monica Gardiner
Cr David Leake
Cr Dennis Reid
Cr Kelsey Pryer
Cr Paul Brown

Council Meetings
Full Council meets third Tuesday of each month at 4pm except January

Main Office:
110 Massingham Street, Kellerberrin, WA, 6410
Email: shire@kellerberrin.wa.gov.au
Website: www.kellerberrin.wa.gov.au
Telephone: 9045 4006



The Shire of Kellerberrin is an equal opportunity employer and provides a smoke free work environment.

1. LINE MANAGEMENT

Responsible to: Manager of Governance (MOG) / Senior Finance Officer (SFO)

Supervision of: Not applicable

Internal and External Liaison:

Internal:	Chief Executive Officer (CEO) Management Team Employees Kellerberrin & Districts Club Manager
	Residents, ratepayers and the general public Culturally diverse people
External:	Government, non-government and private organisations Contractors Product and service suppliers

2. EXTENT OF AUTHORITY

This position operates under the direction of the Manager of Governance, and Senior Finance Officer in accordance with:

- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and workplace health & safety
- Works under limited supervision and work outcomes are regularly monitored by the Manager of Governance.
- Freedom to act is limited by standards and procedures and implementation of efficiency principles.
- Uses a degree of initiative in problem solving.

3. POSITION OBJECTIVES

- Provide friendly helpful assistance to Council's customers. Accurately receipt monies received and perform general office duties as required.
- Assist with day to day accounting functions
- Assist the Chief Executive Officer and Manager of Governance with administration of corporate, financial and customer services.

4. KEYS DUTIES & RESPONSIBILITIES

Customer Service/Administration

- Deliver excellent customer service standards in accordance with Council's Customer Service Charter
- Compliance with the State Records Act in acknowledgement of keeping internal record management systems (Synergysoft) current and up to date.
- Compliance with statutory and policy requirements of the Council.
- Respond to counter customers in polite and courteous manner as required. (including processing of general receipts, debtors, rates and any Shire of Kellerberrin sale item e.g. history books)

- Respond to telephone enquiries in polite and courteous manner as required advise other staff when you will be out of the office/unavailable.
- Manage and distribute all correspondence in the Shire's email inbox daily and record in Mail Register.
- In absent of the responsible officer, prepare notification of impounded animals in accordance with the Dog Act 1976 & Cat Act 2011
- In the absence of the responsible officer, review & maintain Council's Animal control register and file notes received from Council's Ranger.
- Maintain Shire Vehicle Licensing Records. (6 monthly)
- Creditors filing fortnightly (Digital)
- Develop and maintain procedures for respective positions.
- Upon successful completion of Audit transfer End of Financial Year Records to archive.
- Initiate bond refunds for Memorial Hall, Recreation & Leisure Facility & Community bus etc.
- Maintain procedure manual for respective position
- In the absence of responsible officer, Receipt monies received daily over the counter.
- In the absence of responsible officer, Deposit daily takings at bank each morning.
- In the absence of responsible officer, reconcile daily funds received with receipts issued and prepare bank deposit (End of Day)
- In the absence of responsible officer, collect and deliver mail daily including the recording of inward and outward mail through applicable registers.
- Assist/Work with the Recreation Centre Manager for bookings at the Recreation Centre and place in the bookings calendar.
- In the absence of responsible officer, Log Transfer Station register weekly on receipt from Waste Transfer Station Manager.
- Manage and distribute all correspondence in the Shire's email inbox.
- Work in accordance and complying with Councils Employee Code of Conduct.
- Prepare relevant reports for Council as requested by Manager of Governance and/or Chief Executive Officer.
- Receive/Monitor and process all Shire bookings for Facilities & Equipment and place in bookings calendar.
- Ensure inspections are completed after facility/equipment hire and arrange refunding of bonds etc.
- Complete entire Shire employee's uniform & PPE orders annually.
- Other duties as required and directed by the Chief Executive Officer and/or Manager of Governance for the operations of Council.
- Ordering of all cleaning products and supplies for Administration Office, Toilet Ablutions, Depot, Caravan Park, Recreation Centre and Ex-Golf Club building.

Finance/Accounts Payable

- Match invoices with cheque requisition forms and purchase orders daily.
- Provide invoices to Managers for authorisation daily.
- Input all invoices into the system.
- Ensure all authorised invoices have been processed (Provide to Management for authorising on a daily basis).
- Process payment runs on a fortnightly basis.
- Create Agenda and produce the payment listing for Council at end of month.
- File all payments in order by payment number at end of month.
- Provide a Creditors Reconciliation to Manager of Governance within 5 business days of end of month processes for signing.
- Compile and reconcile the stock monthly.
- Raise requisition orders as required.
- Maintain and compile portable assets register as required.
- Report on portable assets provide to Managers monthly.

- Ensure Purchase Orders are maintained monthly and issued to Managers to provide a follow up.
- Assist the Senior Finance Officer with BAS.
- Assist the Senior Finance Officer with debt collection.
- Assist the Senior Finance Officer with fuel reconciliation.
- Assist the Senior Finance Officer with Bank Reconciliations.

Work Health & Safety

- Reviewing suite of WH&S policies, procedures and practices
- Monitor PPE supplies and requirements for all staff
- Ensure all paperwork is completed for all workplace inspections annually.
- Review of Safety Manual
- Provide and conduct online safety inductions for all new employees
- Sourcing and arranging WH&S training for all staff as required
- Assist Manager Works and Services in implementing all policies, procedures and practices for WH&S.
- Provide administration support for MWS in relation to WH&S.
- Liaise with and assist LGIS representatives and any other external stakeholders regarding WH&S matters.
- Act as Secretary for WHS Committee
- Assist with toolbox meeting administrative functions as required.

5. SELECTION CRITERIA

Qualifications and Licences

- Current C class driver's licence.
- Completion of Year 10, including English, mathematics and typing or computer studies.

Skills, Knowledge and Experience

- Strong computer skills, including typing and word processing.
- Good numeracy skills and knowledge of basic bookkeeping and receipting procedures.
- Strong customer service, reception and telephone skills, with the ability to deal professionally with the public.
- Strong interpersonal and communication skills, including clear written and spoken English and accurate spelling and grammar.
- Ability to work independently with minimal supervision.
- Good organisational and time management skills, including the ability to prioritise tasks.
- Basic understanding of Council's structure, functions and local government procedures.

6. POSITION PREREQUISITES

No formal offer of employment will be made until the following employment prerequisites are received –

- Pre-employment Medical Examination with a General Practitioner of their choice
- Current police clearance no more than six months old (if requested by the CEO)

7. COMPLIANCE

This position will comply with all legal obligations, including by complying with:

- Workplace Health & Safety Act 2020;
- Organisational workplace health and safety policies and procedures;
- Local Government Industry Award 2020;
- Local Government Act 1995;
- Equal Opportunity Act 1984;
- Code of Conduct Policy;
- Community Engagement Policy; and
- All other applicable workplace policy and legislation.

Work Health & Safety
All Shire employees will comply with the Shire's WHS Policy and other Shire WHS policies and procedures and legislations relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the employee. In accordance with Shire's policy and procedures, employees will report all hazards, incidents and near misses in the required timeframe. Assist in the management and identification of risks to ensure all Shire employee's, contractors and the community are protected against preventable injuries and damage to property.

All Shire employees are required to comply with Council's WH&S Policies and all legislations relevant to their role and responsibilities; Observe safe work practices and operating procedures; As well as report any hazards, incidents or near misses in accordance with WH&S requirements.

8. CONFIDENTIALITY

All employees are required to sign the Employees Code of Conduct. It should be remembered that your employment may place you in a position where you will be aware of confidential information regarding staff and customers. Misuse of such information will be treated seriously and may lead to termination of employment.

As per the Code of Conduct *Employees must not access, use or disclose information held by the Shire of Kellerberrin except as directly required for, and in the course of, the performance of their duties. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures*.

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995 s.5.103*,
- the *Local Government (Administration) Regulations 1996* r. 34B and 34C, and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the CEO's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full time	Permanent
Hours of Work	08.15 am – 05.00 pm (Monday – Friday) 45 minute lunch break incorporating one RDO a month	
Overtime	Requires Prior Authorisation	
Award Level	Level 6	
Gross Wage per Hour	$33.87 per hour Plus over award allowance	Paid fortnightly to nominated bank account
Gross Annual Salary	As per remuneration table	
Superannuation	12% Employer Superannuation Guarantee Contribution Council superannuation contribution scheme is 5% of ordinary time earnings subject to conditions as per scheme requirements (you are required to put in 5% to receive the additional 5% from Council).	
Probation	Six (6) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually - To be undertaken by the Manager of Governance.	
Leave	**Annual Leave** 4 weeks Annual Leave allocated to the position. 17.5% leave loading (pro-rata) **Personal Leave** Ten days sick leave per year for the first three years of service and 12 days sick leave per year for four or more years of service. (this incorporates Sick, Carers and Bereavement Leave to which an employee other than a casual is entitled without loss of pay because of his or her personal circumstances i.e. illness or injury). **Long Service Leave** Thirteen (13) weeks after ten (10) years continual Local Government services, transferable between Local Authorities within Western Australia	
Uniform	Uniform allowance of up to $400.00, after the completion of the three (3) month probation. All uniforms are the property of the Shire of Kellerberrin as it is embroidered therefore if you were to terminate all uniforms are to be returned. You are responsible for the maintenance and security of the clothing, Footwear and Protective Equipment provided other than fair wear and tear caused through ordinary use. You will also be responsible for the security of the relevant issues.	
Vehicle	This position does not have entitlement to a Council vehicle. When the employee is required to travel for business reasons, a Council vehicle may be provided for that use only.	
Housing	Council housing may be available at an employee subsidised rate. Please make enquires to the Manager of Governance regarding availability and conditions.	
Job Location	Kellerberrin, Western Australia 6410	

Remuneration Details

Permanent full time employment is offered with a remuneration package of $85,154.07 per annum including superannuation, which comprises:

Remuneration Package

• Salary (includes over award)	$66,927.12
• Over award allowance	$ 5,339.36
• Superannuation Guarantee (12%)	$ 8,671.47
• Superannuation – Matching (Policy) (5%)	$ 3,316.12
• Uniform	$ 400.00
• Gym Membership – Annual Pass	$ 350.00
• Pool Membership – Season Pass	$ 150.00
	$85,154.07

*Superannuation of up to 17%, based on 12% superannuation guarantee contributions and an additional 5% contingent upon employee contributions.

Applicant Notes

PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the key skills and responsibilities for the position and who, from their written applications, appear to be competitive, will be considered for interview.

If possible, your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications can be either be emailed (preferred), or posted but must be received before the closing advertised date.

Email address for applications: ea@kellerberrin.wa.gov.au

Postal address for applications:

Morgan Ware,
Manager of Governance
Shire of Kellerberrin
PO Box 145
KELLERBERRIN WA 6410
marked "Private & Confidential – Finance Officer - Shire of Kellerberrin."

In order to qualify as a valid application you must include all the following information.

Resume (Curriculum Vitae) which comprise of:

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Cover Letter

- Provide a brief statement, which relates your experience, skills and knowledge. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in your application.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case, please let us know.

Contact Details

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

Late Applications

In fairness to all applicants, late applications cannot be received by Council.

The Interview

An interview will be conducted by a panel of which the membership will be advised prior to the interview.

The interview questions predominantly will relate to the Key Duties & Responsibilities for the position and the same questions will be asked of each person interviewed for the position.

To assist you in preparing for the interview, you may be asked questions on the following topics:

- Focus on the duties and responsibilities of the position and how you would carry them out. Think on any problems you would encounter and how you would resolve them.
- If you have any relevant reports or other work which you have which will provide examples of your skills and abilities, you should prepare it for a presentation at the interview.
- Prepare a few question that you may wish to ask of Council.

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position regardless of your previous experience or reputation.
- Try to remember the names of the person/people interviewing you.
- You will be provided a copy of the questions to the interview to prepare brief notes immediately prior to your interview.
- If you do not understand a question or part thereof, please ask for clarification of request the question be repeated.
- Give direct honest answers to the questions with direct experience you may have had.

The interview panel will record your replies to the questions to assist them in accurately recalling your responses to question when determining the successful applicant.

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.