



Performance Profile

Assistant Accountant

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Assistant Accountant	Direct Reports:	<ul style="list-style-type: none"> Senior Finance Officer Finance Officer (Creditors) Finance Officer (Debtors) Senior Rates Officer
Level:	Level 9		
Department:	Corporate Services		
Reports to:	Executive Manager Corporate Services		
Status:	Fulltime		

Performance Summary

The Assistant Accountant provides leadership and oversight of the Shire's financial functions, ensuring accurate, compliant, and efficient operations. The role supports the Accountant and Executive Manager Corporate Services in delivering timely financial advice, reporting, and compliance, while fostering a positive workplace culture and driving process improvements. This position is developmental, with mentoring provided to build capacity for future Accountant-level responsibilities.

Key Attributes

- Strong leadership and people management skills.
- Analytical ability to interpret financial data and provide clear advice.
- Excellent communication and stakeholder engagement skills.
- Commitment to integrity, accuracy, and service excellence.
- Ability to manage multiple priorities with a solution-focused approach.

Key Responsibilities

Team Leadership and Coordination

- Supervise and support finance officers responsible for creditors, debtors, and rates.
- Coordinate HR aspects of the finance team, including rosters, leave, staff backup, team planning, and annual performance reviews.
- Provide mentoring, guidance, and training to staff on financial procedures, systems, and compliance requirements.
- Foster a culture of accountability, continuous improvement, and professional development.

Financial Operations

- Oversee accounts payable (creditors), accounts receivable (debtors), and rates administration functions.
- Ensure accurate and timely completion of month-end close, reconciliations, and other routine accounting processes.
- Maintain and update financial systems and databases to ensure integrity, accuracy, and compliance.
- Assist the Financial Accountant in the sound financial management of the Shire.

Reporting & Compliance

- Assist in the preparation of all required financial reports.
- Support the preparation and delivery of the Annual Budget and Budget Review.
- Monitor and report budget performance, providing analysis and advice to managers.
- Prepare and lodge statutory returns including BAS and Fringe Benefits Tax by required deadlines.
- Support interim and annual audits, ensuring compliance with legislation and audit requirements.
- Review financial acquittals for grants and projects, ensuring accurate documentation and timely submission to funding agencies.

Insurance and Risk Management

- Coordinate annual insurance renewals and manage insurance claims.
- Liaise with insurers and brokers to maintain effective coverage and manage risks.
- Maintain accurate records of insurance policies, claims, and related correspondence.

Process Improvement and Risk Control

- Identify and implement opportunities to improve financial systems, processes, and internal controls.
- Ensure compliance with policies, the Local Government Act, and relevant accounting standards.
- Contribute to risk management by maintaining strong financial controls and documentation.
- Assist with investment of surplus funds and cash flow forecasts, ensuring documentation and journals are accurately processed.

Stakeholder Engagement

- Liaise with internal departments, auditors, and external agencies to ensure smooth financial operations.
- Provide financial advice and support to managers to inform operational decision-making.
- Support the Executive Manager Corporate Services with other duties as required.

Position Requirements

Essential

- Tertiary qualification in Accounting, Finance or Commerce with membership or eligibility for CA or CPA, or lesser qualification with significant experience.
- Demonstrated ability to work across multiple financial disciplines.
- Sound knowledge of Australian Accounting Standards, and relevant taxation legislation (GST and FBT).
- Experience supervising staff and coordinating HR aspects of a team.
- Strong organisation and time management skills, with meticulous attention to detail.
- Advanced skills in Microsoft Excel and proficiency in Microsoft Office.

Desirable

- Previous work in local government finance or a similar regulated environment.
- Experience with budget preparation, and audit processes.
- Familiarity with investment administration and insurance renewals.
- Proficiency in financial software systems commonly used in WA local governments (e.g., SynergySoft, TechnologyOne, Civica).
- Knowledge of the Local Government Act 1995.

General Accountability, Attitude, Behaviour and Conduct

All employees of the Shire are personally accountable for their actions and are expected to uphold the highest standards of responsibility, behaviour, and conduct in accordance with the Shire's Code of Conduct. This includes:

- Adhering to management directives, operational standards and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Following lawful and reasonable directions from the employer, especially those relating to integrity, confidentiality, the Shire's reputation, efficiency, and the prevention of fraud and corruption.
- Demonstrating respect for, and actively contributing to, the Shire's values and positive workplace culture.

Acknowledgment

By accepting this position, I acknowledge that I have read, understood, and agree to uphold the values, duties, responsibilities, and requirements outlined in this performance profile.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE December 2025