



Shire of Derby / West Kimberley

POSITION DESCRIPTION

Finance Officer

Accounts Payable

November 2025

Position Title:	Finance Officer Accounts Payable
Classification:	Level 4
Unit:	Finance
Department:	Finance Department
Responsible to: (Immediate Supervisor)	Manager of Finance
Incumbent:	Existing position
Prepared By:	People and Culture
PD Reviewed and/or Updated:	November 2025

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Derby

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Fitzroy Crossing

 (08) 9191 5355 | Flynn Drive
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1. POSITION OBJECTIVES

This role has a multi-purpose of assisting in a range of finance functions with the main focus being accounts payable initially, progressing to backup/support of other functions.

- To assist in ensuring that a broad range of the Shire of Derby/West Kimberley financial functions are carried out in accordance with legislative and statutory obligations and in a timely and effective manner.
- To provide support and advice to all internal and external customers of the Finance Services unit.
- Assist in the daily functioning of the Finance Section to a standard acceptable to the Manager of Finance.
- Assist with other areas of the finance department when other staff are on leave or in need of assistance.
- Liaise with other staff on requirements relevant to the position.
- To ensure a professional and compatible work environment while providing a helpful, efficient and courteous service to other officers, Councillors and the public.
- Liaise with the Manager of Finance in the provision of reports to Council.

2. KEY RESPONSIBILITIES

OUTCOME: Creditors Ledger

- Matching Purchase Orders to invoices
- Checking that account number and line item coding is correct
- Enter all invoices/credit notes into the computer and ensuring that the GST implications of each transaction are processed correctly into the computer
- Ensuring all invoices are authorised for payment by the person who ordered/received the goods or service
- Presenting the processed invoices to the Manager of Finance for approval for payment
- Process credit notes for goods returned
- Process cheques/EFT payments weekly and/or as required
- Prepare cheques/EFT for loan repayments
- Reconcile Creditors on a monthly basis to the General Ledger
- Reconcile bus ticket commissions on a fortnightly basis.
- Prepare a list of payments for presentation to Council on a monthly basis.
- Ensure Creditors are reconciled to General Ledger yearly and get required information ready for auditing.
- Maintain Imprest Petty Cash system
- Reconcile purchase orders monthly
- Remit and reconcile BRB and BCITF on a monthly basis
- Reconcile returns for Fitzroy Crossing Visitor Centre and remit payments
- Prepare, process and certify Councils fuel stock in accordance with statutory requirements, established procedures, guidelines and instructions monthly

OUTCOME: Other Functions

- Learn other areas of finance to provide assistance in peak periods or leave cover
- Other duties as directed

OUTCOME: Customer Service

- Develop harmonious relationships with all customers, internal and external.
- Treat all clients with professionalism and dignity.
- Develop and maintain a sense of loyalty and team ownership between members of the Unit.

- Take initiative to attend to existing or potential customer enquiries in a prompt, courteous and effective manner in line with the Shire's Customer Service Charter.

OUTCOME: Human Resources & Workplace Health and Safety

- Develop and maintain a sense of commitment, cohesion and teamwork with the members of the Finance team creating a great place to work.
- Actively participate in personal development activities as directed
- Assist with human resource functions, such as, inductions, training coaching and mentoring as directed by the Manager
- Comply with all statutory obligations, including the Local Government Act, Equal; Employment Opportunity (EEO), Organisational Risk Management and Code of Conduct.
- Act to ensure the working environment is free from workplace hazards and comply with the WHS act.
- Ensure that incidents, injuries, hazardous conditions, near misses are properly and promptly reported.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.

OUTCOME: Record Keeping

- Make and keep accurate records of activities that indicate the business of Council in accordance with established procedures, instructions and guidelines.

This position description is not an exhaustive list of duties of the position. The Employee will be required to undertake other duties as directed by the Manager of Finance having regard to the incumbents' skills and experience and in accordance with the position level expectations of the Enterprise Agreement and relevant policies and procedures.

3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Act, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager of Finance

Supervision of: NIL

Internal/external liaison:

Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the Shire Organisation

External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

5. SELECTION CRITERIA

Knowledge, Skills and Experience:

- Developed customer service and interpersonal skills.
- Good verbal and written communications skills.
- Able to work to a high level of accuracy and meet strict deadlines including setting priorities and completing work with minimal supervision.
- Competent computer and keyboard skills (Microsoft Suite)
- Proven ability to maintain confidentiality.
- Experience working in a financial/administrative environment.
- A high level of numeracy skills and good general knowledge of accounting procedures.
- Ability to quickly adapt to Local Government accounting software

Qualifications and/or Training:

- Current 'C' class driver's licence.
- Current Police Clearance; certificate to be maintained throughout employment.

6. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- Copies of Certified Qualifications
- National Police Clearance
- Pre-employment Medical

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Manager of Finance

Date

Tamara Clarkson
Chief Executive Officer

Date