Shire of Halls Creek
Employment Opportunities

POSITION TITLE: Finance Officer

ABOUT THE OPPORTUNITY

The Shire of Halls Creek, located in northern Western Australia, boasts a progressive Council that is proactively facing the challenges and opportunities that come with being an outback Council. Situated in the heart of the Kimberley, Halls Creek is the gateway to a range of world-renowned natural attractions, including the World Heritage-listed Bungle Bungle ranges of Purnululu National Park and Wolfe Creek Meteorite Crater (the second largest on earth with a diameter of 850 metres) and is an indigenous cultural epicentre with 6 great art centres within the district.

As part of the Finance team, the Finance Officer performs a wide range of book-keeping and accounting duties in an accurate and timely manner and maintain daily, weekly and monthly account records as required by legislation and internal procedures and policies.

THE PERSON

The ideal candidate will have the following:

- Relevant experience and qualifications in book-keeping, payroll and/or accounts
- Ability to prioritise and organise work-load, and manage work time effectively to meet deadlines/work schedules
- Ability to approach situations in a methodical and logical manner, and exercise appropriate processes
- High attention to detail
- Solid computer skills
- Time management skills
- Good verbal and basic written communication skills
- Developed interpersonal skills.

QUALIFICATIONS AND/OR TRAINING

Desirable

- Diploma of Accounting
- Completion of technical-based accounting or financial services courses (e.g. bookkeeping).
- Education to, or equivalent of, WA Year 10 Secondary level.

ABOUT THE BENEFITS

An **attractive remuneration package** (depending on experience and qualifications), plus excellent working conditions and the job satisfaction that comes from knowing you are truly making a difference in the local community.

The *Shire of Halls Creek* is also committed to **career development** and **ongoing training** and will provide ample opportunities to all employees in this regard.
The *Shire of Halls Creek* highly values their employees and is offering a **range of fantastic benefits** as part of their package including:

- **5 weeks annual leave;**
- **Career development & ongoing training;**
- **Furnished House, with generously subsidised rent;**
- **Free internet connection at residence;**
- **Water and electricity allowance;**
- **Opportunity for salary sacrifice;**
- **Total remuneration package of up to $100,000 per annum, consisting of cash salary between $55,000-$65,000 (cash salary negotiable subject to qualifications and experience).**

To apply for the position:
1. Complete the job application form which is available online at hallscreek.wa.gov.au
2. Submit the application along with your Resume and Covering Letter addressing the Selection Criteria found in the Position Description available on our website.
3. Please apply via Seek or email applications to hcshire@hcshire.wa.gov.au

Applications close Wednesday 25th August 2021.

The Shire of Halls Creek is an Equal Opportunity Employer