



FULL TIME VACANCY - Finance Officer - Permanent Full Time

Council is seeking an experienced and qualified Finance Officer to join our team. The successful candidate will report to the Finance Manager

The Finance Office will support the finance manager in ensuring financial integrity of accounts payable, receivable and payroll and supporting strategic decision-making.

While working closely with the executive team and other departments to provide accurate financial reporting, budgeting, and forecasting. The successful candidate will have a strong understanding of local council financial management, excellent organisational skills, and a passion for supporting our mission.

- Bank Reconciliation of all the bank accounts (Daily)
- Maintenance of Payroll Master file including setting up employees, updating contract details, salary changes, updating tax scales and superannuation rates e.tc.
- Raising Debtors invoices, mainly including Q build work, Radio station sponsorship, building rents, Fees & charges and other Private works
- Ensure all overdue debtors are followed up on a regular basis
- Prepare Monthly Housing aged debtors report
- Perform Monthly Debtors Reconciliation
- Update Council monthly Plant timesheet
- Prepare Funding claims for various council activities
- Assist HR Manager with Wage Subsidy claim electronic claims

- Maintain Council Leasing register and make sure that all the rents are raised with all the council leases
- Assist Finance Manager with maintenance of assets register and process assets related transactions
- Assist in the Maintenance of Council grants registers and provide milestones/claims as required
- Assist Finance Manager on the preparation of business Activity Statements, PAYG STP), Fuel subsidy claim and quarterly housing Report
- Maintenance of General Ledger system and JC as required
- Maintenance of Council Contract register
- Maintain Council insurance portfolio
- Backup for accounts payable and Payroll as required
- Contribute to the continuous improvement of financial accounting systems, transactional processing, procedures and processes
- Receipting - Including banking daily. Updating receipt module in PCS to make sure our debtors are up to date
- Other duties as required by Finance Manager

Selection Criteria

- Tertiary Qualification in Accounting (new graduates welcome to apply)



- Demonstrate leadership, reliability and communication skills
- Self-starter, proactive and able to interact and build relationships with external and internal stakeholders
- High level of computer skills and management of accounting software.
- Strong connection to and knowledge of local Indigenous Community

What we offer

Remuneration: Competitive annual salary offered and negotiated with the successful candidate depending on, skills and experience.

- Flexible work arrangements (9 Day Fortnight Options)
- EAP
- Professional Development and Training
- Uniforms
- Salary Sacrifice
- QLD Local Govt Award rates & Superannuation

We value diversity and encourage applications from all qualified candidates. All applications will be handled in strict confidence. For further information or to learn more about this opportunity, please contact the HR Advisor at jobs@cherbourg.qld.gov.au

*Note: Aboriginal and/or Torres Strait Islander heritage – [Note: Non-Indigenous applicants will only be considered if no suitable Indigenous candidates are attracted in the first round of applicants]

If a suitable applicant is found, CASC has the right to close the applications sooner. So please get your EOI applications and resumes in asap.

Please send your cover letter and resume to jobs@cherbourg.qld.gov.au
Applications will close on the 28th of February 2025.