Position Description

Position Title	**Accounts Coordinator**
Department	Corporate, Community and Commercial Services
Award	Local Government Officers' (Western Australia) Award 2021
Level	7 (negotiable, depending on skills and experience)
Employment	Permanent, full-time

Position Summary

The Accounts Coordinator supports the Executive Manager Corporate Community and Commercial in delivering the Shire of Menzies' financial management responsibilities and leads the Shire's day-to-day finance operations. The position supervises the finance team responsible for rates and debtors, accounts receivable and payroll, and accounts payable and asset accounting. It makes sure transactions are processed accurately and on time, reconciliations and month-end are completed, taxation obligations are met, and the Executive Manager Corporate Community and Commercial has reliable information for budgeting, reporting to Council and audit, in line with Part 6 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Key Duties and Responsibilities

This position coordinates the Shire's finance operations and is accountable for accurate and timely delivery across the following areas:

Support to the Executive Manager Corporate Community and Commercial:

- Provide accurate and timely financial information, analysis and advice to support the Executive Manager Corporate Community and Commercial's reporting to the CEO and Council
- Prepare draft Council reports, schedules and attachments on finance matters for the Executive Manager Corporate Community and Commercial's review
- Help the Executive Manager Corporate Community and Commercial keep the tender register and central contracts register up to date, including recording expenditure against contract values
- Help implement Council decisions and audit actions that relate to finance
- Undertake other tasks assigned by the Executive Manager Corporate Community and Commercial that are appropriate to the role and to the occupant's skills, qualifications and experience

Finance Operations and Month-End:

- Coordinate, check and review the work of the finance team across rates and debtors, accounts receivable and payroll, accounts payable and asset accounting
- Complete or review the monthly bank, investment, rates, debtors, creditors, payroll, GST, trust and asset control account reconciliations and resolve variances
- Process and review journals and maintain the general ledger and chart of accounts

- Prepare month-end working papers and draft the monthly statement of financial activity and list of payments for the Executive Manager Corporate Community and Commercial to present to Council within statutory timeframes
- Monitor cash flow and, within delegated authority and the Investment Policy, place and record investments; maintain records of borrowings and reserve transfers

Rates, Debtors and Revenue:

- Oversee rates modelling, the annual rates billing run, interim rates, valuation updates from Landgate, instalment arrangements and pensioner and seniors concessions
- Oversee recovery of outstanding rates and sundry debts in line with Part 6 of the Act and Shire policy, and report outstanding debts to the Executive Manager Corporate Community and Commercial
- Make sure the fees and charges adopted by Council are applied correctly

Payroll and Accounts Payable:

- Review and authorise fortnightly payroll, superannuation, PAYG withholding and leave processing within delegated authority, in line with the relevant awards, employment contracts and Single Touch Payroll requirements
- Process workers' compensation payments through payroll as directed by the Executive Manager Corporate Community and Commercial
- Review creditor payment runs before authorisation, checking that payments are supported by approved purchase orders and comply with the Purchasing Policy
- Oversee supplier master file controls, including independent verification of new suppliers and changes to bank details

Asset Accounting and Insurance:

- Review the asset register, including capitalisation of completed works, disposals and depreciation, and reconcile it to the general ledger
- Assist with asset revaluations, stocktakes and year-end asset working papers
- Maintain the Shire's insurance schedules and assist with annual renewals and claims

Taxation, Budget and Audit:

- Prepare and lodge Business Activity Statements, the Fringe Benefits Tax return, PAYG finalisation and other statutory returns on time
- Assist the Executive Manager Corporate Community and Commercial with the annual budget, budget review, budget amendments, long-term financial plan and annual review of fees and charges
- Prepare year-end working papers and assist with the annual financial report
- Coordinate information for the external audit by the Office of the Auditor General and its appointed auditors and for internal audits, and help implement audit recommendations
- Provide finance information and evidence for the annual Compliance Audit Return

Controls, Systems and Leadership:

- Maintain finance procedures and internal controls, including segregation of duties, and support the CEO's reviews of financial management systems
- Administer the finance modules of the Shire's corporate system, including user access and system updates
- Supervise, train and develop the finance officers, set work priorities, review performance and arrange cover for leave

- Promote safe work practices in the finance team and report hazards and incidents to the Executive Manager Corporate Community and Commercial
- Provide finance advice and support to staff across the Shire

Organisational Duties and Responsibilities

- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour
- Adhere to and comply with governance principles, Council procedures and policies, delegations, lawful directions and the Shire's Code of Conduct for Employees
- Create and maintain accurate records in accordance with the State Records Act 2000 and the Shire's Recordkeeping Plan
- Use Shire funds, vehicles, plant, equipment and information responsibly and only for authorised purposes
- Participate in the development of a safe and healthy workplace
- Cooperate with management in its fulfilment of its obligations under the Work Health and Safety Act 2020 (WA)
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care under the Work Health and Safety Act 2020 (WA)
- To report any injury, hazard, incident or illness immediately
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Carry out other duties within their skills, competence and training as directed

Statutory Framework – Local Government Act 1995 (WA)

- The position is established under section 5.36(1)(b) of the Local Government Act 1995 (WA) (the Act) and forms part of the organisational structure endorsed by Council on 11 November 2026 (Resolution 177/26)
- Appointment is made by the Chief Executive Officer under sections 5.36(3) and 5.41(1) and (2)(d) of the Act. Selection is on the basis of merit and equity, without nepotism, patronage or unlawful discrimination, in accordance with section 5.40
- The occupant must comply with the Shire's Code of Conduct for Employees prepared under section 5.51A of the Act
- The CEO or the CEO's delegate will review the occupant's performance at least once in every year of employment, as required by section 5.38
- The Shire has not designated any senior employees under section 5.37 of the Act, and the employment, management, supervision and direction of this position rest with the CEO under section 5.41
- If the occupant gives advice or a report to Council or a committee, they must disclose any interest (section 5.70). If the occupant is delegated a power or duty, they become a designated employee and must lodge primary and annual returns (sections 5.75 and 5.76)
- The occupant exercises only those powers and duties delegated in writing by the CEO under section 5.44 and recorded in the Delegations Register

Key Reporting Relationships

Reporting to:
Executive Manager Corporate Community and Commercial

Other positions reporting into this position:
Finance Officer – Rates and Debtors
Finance Officer – Accounts Receivable and Payroll
Finance Officer – Accounts Payable and Asset Accounting

External relationships:
Government agencies
The Shire's appointed auditors
Banks, superannuation funds and insurers
Ratepayers, debtors and suppliers

Key Behavioural and Capability Indicators Level - Adept

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act With Integrity** – Acts honestly, ethically and with discretion; Follows the Code of Conduct, legislation and Shire policy; Reports inappropriate behaviour, misconduct and conflicts of interest
- **Demonstrate Accountability** – Takes responsibility for own work and decisions within delegated authority; Follows safe work practices; Identifies and manages risk
- **Finance** – Understands and applies financial processes; Uses public money responsibly; Complies with financial delegations and the Purchasing Policy
- **Plan and Prioritise** – Plans and organises work to meet deadlines and priorities; Adjusts to changing demands; Monitors progress
- **Think and Solve Problems** – Gathers and analyses information; Identifies issues early; Develops practical solutions
- **Technology and Information** – Uses business systems effectively; Captures and protects information and records in line with requirements
- **Work Collaboratively** – Builds respectful working relationships; Shares information; Cooperates across teams to get the job done
- **Manage and Develop People** – Sets clear expectations; Coaches and reviews performance; Addresses performance and conduct issues fairly and promptly

Selection Criteria

Knowledge and Experience

- Substantial experience in accounting operations, including reconciliations, month-end and general ledger maintenance
- Experience supervising and developing a small finance team
- Sound knowledge of GST, FBT, PAYG withholding and superannuation obligations
- Experience with budgets, year-end processes and audits
- (Desirable) Experience in Western Australian local government, including rating and the Local Government (Financial Management) Regulations 1996

Skills

- High level of accuracy and attention to detail
- Strong Excel and accounting system skills
- Ability to plan and prioritise work to meet fixed statutory and reporting deadlines
- Clear written and verbal communication and a helpful approach with ratepayers, suppliers and staff
- (Desirable) Working knowledge of local government software, such as SynergySoft (ReadyTech) or equivalent

Qualifications

- Diploma or degree in accounting, or substantial equivalent experience
- (Desirable) Progress towards CPA, CA or IPA membership

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role, including drug and alcohol screening
- Current WA 'C' driver's licence
- Full working rights
- Willingness to live in Menzies. Shire housing may be available subject to policy.
- Availability to work additional hours at peak times, such as rates issue, end of financial year and audit

Name of current incumbent:	**Signature:**	**Date:**
Chief Executive Officer	**Signature:**	**Date:**
Anita Nathan (Anitha Varadaraj)		