



SENIOR FINANCE OFFICER

APPLICATION PACKAGE





Dear Applicant

Thank you for your interest regarding the position of Senior Finance Officer with the Shire of Toodyay.

The information we request from you in the application package is designed to help us better understand your skills and experiences relevant to this role.

We believe in empowering our team members to reach their full potential and fostering an environment where creativity and innovation thrive.

Thank you for considering the Shire of Toodyay as the next step in your professional journey. We look forward to the opportunity of welcoming you to our team.

Cherie Delmage

Acting Executive Manager Finance and Corporate Services

Shire of Toodyay

Senior Finance Officer



The Shire of Toodyay is seeking a motivated and skilled individual to join our dedicated team in the role of Senior Finance Officer. This is a temporary three-month position, with the possibility of extension. This is a great opportunity to contribute to the growth and success of our vibrant community while developing your career in local government.

Key Responsibilities:

- Regularly perform a range of finance functions, including management reporting, BAS, bank reconciliations, debtors, creditors and journals
- Provide back-up support to all finance roles.
- Assist in end of month reporting
- Ensuring compliance with all relevant accounting standards and local government regulations

The ideal candidate will have:

- Tertiary Qualifications and/or previous experience in a similar role
- Skills in using finance related software applications
- Local government experience (desirable)

At the Shire of Toodyay, we pride ourselves on fostering a supportive and inclusive work environment. Benefits of joining our team include:

- Competitive salary, plus guaranteed superannuation 12 % with matching contribution max 5%.
- Opportunities for professional development;
- Other benefits such as flexible working arrangements, uniform allowance, additional superannuation contributions and income protection.

To be considered for this exciting opportunity, please submit your application including a cover letter and resume to the Acting Executive Manager Finance and Corporate Services at the Shire of Toodyay by mail, in person, via email or through the Career at Council platform. The application package containing the position description for this role is available on our website at <https://www.toodyay.wa.gov.au/employment/> or by contacting Cherie Delmage on 9574 9300 or via email records@toodyay.wa.gov.au.

Applications close at **1.00pm on Friday, 22 May 2026**.

Please Note:

- *The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace. Applicants must have the right to live and work in Australia.*
- *Canvassing of Councillors will disqualify applicants.*
- *The successful candidate will need to obtain a current Federal Police clearance, undergo a pre-employment medical examination, and provide evidence of all claimed qualifications before commencing employment*

Cherie Delmage

Acting Executive Manager Finance and Corporate Services

Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. The Shire of Toodyay has approximately 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of colour with magnificent displays of wildflowers during the spring months. The Shire is part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning “mist”. Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, including the Bendigo Bank, ATM's, post office, cafes, food establishments, a library, pharmacy, day-care, hardware stores, supermarket, garages, bakery and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches. Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay, Residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

Guidelines to applying for an advertised vacancy

These guidelines are designed to assist you in demonstrating your suitability for the role. Carefully read the job advertisement and the position description to understand the role, responsibilities and requirements. Note the specific instructions below regarding the application format, submission methods and deadlines.

The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position. Not all applicants will be interviewed. Those who the panel determine best meet the criteria will be considered for interview.

1. Preparing your application

- (a) Customise your resume and cover letter to highlight the skills, qualifications, and experiences most relevant to the position.
- (b) Use keywords from the job description to align your application with the Shire's needs.
- (c) The Shire prefers receiving typed applications electronically, however neat and legible handwritten applications are also acceptable.
- (d) If providing your application in hardcopy, all information should be secured in the top left-hand corner by stapling or by a clip.
- (e) Refrain from submitting your application bound or in folders.
- (f) Provide copies of supporting documentation rather than original documents.

2. Your application should include the following:

- (a) **Covering Letter and responses to selection criteria (maximum 4 pages) to support your application**
 - (i) Address your cover letter to the Acting Executive Manager Finance and Corporate Services as per Point 5 of this guideline.
 - (ii) Briefly explain why you best fit the position by linking your skills and experience to the job's requirements.
 - (iii) Provide clear examples demonstrating how you meet each criterion.
 - (iv) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria (refer to the Position Description for specific criteria).
- (b) **CV/Resume (maximum 4 pages)**
 - (i) Your resume should contain current details about you, how we can contact you, your career summary, work experience, education, skills, certificates, professional development information, qualifications and professional memberships.
 - (ii) Use reverse chronological order for your work history, experience and education.

(c) Referees

- (i) Nominate at least two contactable employment referees within your application.
- (ii) Referees should be able to comment on your recent work experience, skills and knowledge in relation to the role.
- (iii) Include names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.
- (iv) Preferably one referee should be your current employer but if this is not possible, someone you have worked for in the past two years and who can comment on your ability for this role in a professional capacity.

(d) Formal Qualifications (supporting documentation)

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

Original documents MUST be made available at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

(e) Evidence of your right to work and live in Australia

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

3. Acknowledgement of your application

The Shire will acknowledge receipt of the application after the closing date.

4. Interview Process

(f) Short Listing

- (i) The panel will shortlist applicants for an interview who meet the selection criteria.
- (ii) Please allow two weeks after the closing date for this to occur.
- (iii) If you are selected for an interview, you will be contacted to arrange and confirm a time to attend an interview.

(g) Interview Process

- (i) The panel will consist of at least two Executive Managers.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) The intent of the interview is to assess your suitability for the role.
- (iv) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

(v) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.

(vi) Please note that preferred applicants may be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

(h) Offer and Acceptance

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This will include an agreed start date, terms and conditions of employment.

(i) Feedback to applicants

If requested, feedback to unsuccessful applicants will be provided.

5. Forwarding applications for the position

(a) Written applications **MUST BE** addressed to the Acting Executive Manager Finance and Corporate Services at the Shire of Toodyay as follows:

Acting Executive Manager Finance and Corporate Services
Shire of Toodyay
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

(b) Applications must be marked "CONFIDENTIAL – SENIOR FINANCE OFFICER APPLICATION"

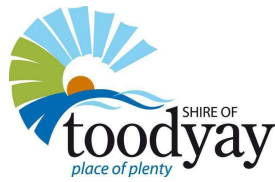
(c) You may submit your application through the Seek platform [here](#) or in person or by mail/post to the above address. You may also send your application to records@toodyay.wa.gov.au.

6. Checklist

(a) Ensure you have the following to make your application:

- Covering Letter.
- Resume.
- Copies (**not originals**) of supporting documentation.
- Full application has been proofread prior to submitting.
- The application has been photocopied for personal reference.

(b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.



APPLICANT DECLARATION

I,

Full Name of the Applicant

of,

Address of the Applicant

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance (maximum three months old), Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be at the Shire's approved medical centre, at the Shire's expense, and the original results of this examination are required to be disclosed to the Shire.

Signature of the Applicant

Date

Position Description

Senior Finance Officer

| | |
|---------------------------------|--|
| Portfolio: | Finance & Corporate Services |
| Purpose of Role: | Provide responsible, professional and technical assistance to Executive Manager Finance and Corporate Services in the preparation, analysis, implementation and monitoring of financial outcomes |
| Complexity: | The nature of the work is at times complex but generally within known methods, procedures and processes. Decision making requires analysis of data to reach decisions and/or determine progress as well as some consultation with others. |
| Reports to: | Executive Manager Finance and Corporate Services |
| Delegation of Authority: | Works within established guidelines, budgets, procedures and policies of the Shire of Toodyay as well as statutory provisions of the Local Government Act WA 1995 and other relevant legislation. Some financial activities may require higher approval. |

General Requirements

- (1) Act professionally, ethically and in the best interests of the Shire at all time.
- (2) Respect confidentiality and comply with applicable policies, procedures, regulations and laws applicable to the local government authority.
- (3) Perform activities and tasks as directed or reasonably requested and within ability or training.
- (4) Ensure clear and regular communication to guarantee the smooth running of activities.

Work Health and Safety

- (1) Apply understanding of WHS and take responsibility for self and others working safely.
- (2) Be familiar with control of hazards from resources in the workplace and identify training needs to ensure optimum competency.

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- (3) Engage with and follow monitoring processes as a valuable tool to assist and enhance your perspective of the status of work health and safety.
- (4) Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- (5) Make use of the Work Health and Safety Committee and WHS Representatives to engage and consult regarding work health and safety matters.
- (6) Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way.
- (7) Ensure that safe work practices and policies are adhered to.

Responsibilities & Duties

- (a) Assist in finance functions with the Executive Manager
- (b) Regularly perform a range finance functions, including management reporting, BAS, bank reconciliations, debtors, creditors and journals
- (c) Assisting in the annual budget preparation and annual audit processes
- (d) Providing high-quality customer service to internal and external stakeholders
- (e) Ensure compliance with all relevant accounting standards and local government regulations
- (f) Support the Executive Manager Finance and Corporate Services with ad-hoc financial projects and analysis

Values

The following values are expected to be applied by staff in all their activities associated with their role.

| | |
|-----------------------|--|
| Integrity | We behave honestly to the highest ethical standard |
| Accountability | We are transparent in our actions and accountable to the community |
| Inclusiveness | We are responsive to the community, and we encourage involvement by all people |
| Commitment | We translate our plans into actions and demonstrate the persistence that will produce results. |

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Selection Criteria (Skills, Knowledge & Experience)

- (a) Highly developed communication skills – both written and verbal.
- (b) Strong interpersonal skills.
- (c) Sound administrative and time management skills.
- (d) Sound research, analytical and report writing skills.
- (e) Ability to be self-directed, flexible and work under minimal supervision.
- (f) High level of attention to detail.
- (g) Strong computer literacy with a focus on Microsoft suite of products.
- (h) Skill in using finance related software applications.
- (i) Working knowledge of local area / local government.
- (j) Experience in dealing with statutory bodies.
- (k) Knowledge of record keeping requirements of Local Government (desirable).
- (l) Knowledge of Datacom System (desirable)

Qualifications and/or Training

- (a) Completion of Year 12 (or equivalent).
- (b) Tertiary Qualifications and/or previous experience in a similar role.
- (c) Qualifications in a relevant discipline.
- (d) Experience in local government (desirable)

Licenses / Clearances

- (a) Current WA Drivers' Licence
- (b) National Police Clearance (less than three months old)
- (c) Pre-employment medical
- (d) Right to work in Australia

Internal Liaison

- Chief Executive Officer (CEO);
- Other Executive Managers;
- Other Staff;
- Council Members.

External Liaison

- Other Local Governments;
- General Public;
- Guests and Visitors;
- State & Federal Agencies.

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PERFORMANCE CRITERIA

Core Competencies

** All are essential unless otherwise denoted*

1. Quality of Work
2. Values & Behaviours
3. Working Relationships

CERTIFICATION

The details contained in this position description are an accurate reflection of the broad duties, responsibilities, and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

Executive Manager Finance and Corporate Services – Shire of Toodyay

NAME: _____

DATE: _____

SIGNATURE

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

SENIOR FINANCE OFFICER

NAME: _____

DATE: _____

SIGNATURE

DATE OF REVIEW: ___ / ___ / ___