



SHIRE OF  
**WAROONA**  
SEA TO SCARP

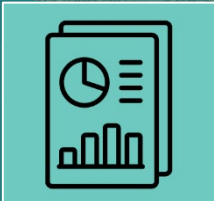
# APPLICATION PACKAGE

FINANCE OFFICER  
(ACCOUNTS)

MAY 2026

TOWARDS  
**2030**

POSITION NO: HR.2526.034



## About this document











This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

### Disclaimer

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### Accessibility

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.

	Strategy
	Plan
	Framework
	Policy
	Report
	Management Practice
	Procedure
	Form
	Council Document
	Public Document

## Document Control

Doc No.	Date Reviewed	Details	Author	File No.
HR.2526.034	13.05.2026	Application Package	WSO	HR.2526.034

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## 1. Advertisement



### **SHIRE OF WAROONA** **Finance Officer (Accounts)**

The Shire of Waroona, nestled in the picturesque Peel Region, offers the best of country living, nestled between the forests of the Darling Scarp and the fishing-friendly beaches of the Indian Ocean. Just a short drive from Mandurah and Bunbury, Waroona is a welcoming regional community that values connection, lifestyle and local pride.

If you have a passion for numbers and for providing exceptional customer service to our local community, we would love to hear from you. We are seeking a friendly, reliable person with suitable experience and a well-developed knowledge of accounts payable/receivable to join our friendly Corporate Services team in the role of Finance Officer (Accounts).

This position is primarily responsible for the control, recording and prompt payment of supplier invoices and issuing of debtor's invoices as well as providing back up customer service at the Shire of Waroona Administration Office. We are looking for someone with a working knowledge of accounting/bookkeeping practices and procedures with experience using computerised accounting systems.

We are looking for someone who enjoys helping people and being part of a friendly team, has good attention to detail and organisational skills, is comfortable using computers and learning new systems, communicates clearly and professionally and takes pride in providing great customer service.

**Work type:** Full-time (optional RDO available per fortnight or month)  
**Salary:** LGO (WA) Award 2021 Level 4+ Over Award - \$68,216 to \$70,892 pa  
**Location:** Shire of Waroona Administration Office

Salary and conditions will be in accordance with the Local Government Officers (WA) Award 2021 Level 4.1 to 4.4 negotiated according to experience and qualifications.

We are seeking to fill this role as soon as possible and encourage interested applicants to apply promptly. The Shire reserves the right to close applications prior to the advertised closing date of **Friday 5<sup>th</sup> June 2026 @ 4pm**, should a suitable applicant be identified.

To be considered for the position, applicants must submit a cover letter, resume, and **address the selection criteria** as per the instructions provided in the application package. The package can be obtained by visiting the Shire of Waroona website [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au). Applications should be clearly marked "Private and Confidential – HR.2526.034 – Finance Officer (Accounts)". Further information about the position can be obtained by contacting Eden Piconeri, Workplace Services Officer, on (08) 9733 7800.

The Shire of Waroona is an equal opportunity employer. We value diversity and are committed to creating an inclusive workplace for all employees.

**MARK GOODLET**  
**CHIEF EXECUTIVE OFFICER**

## 2. Application Information

**Please read this application package carefully.**

Thank you for expressing interest in this position with the Shire of Waroona. It is the Shire's intent to select the best possible applicant for this position, and it wishes you all the best.

The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

The application package is available in alternative formats, upon request.

## 3. Guidelines to applying for an advertised position

Your application should include the following documentation.

### 3.1 Application for employment form

Please complete the attached form (located after these guidelines) to the front of your application.

### 3.2 Covering Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:

**Confidential Application – HR.2525.034 – Finance Officer (Accounts)**

Mr M Goodlet  
Chief Executive Officer  
Shire of Waroona  
PO Box 20  
WAROONA WA 6215

### 3.3 Resume

Your resume should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Position(s) held with details of the duties;
- Details of academic qualifications; and
- Details of two (2) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment (if applicable), if you would prefer not to do so, please mention this in your application.

### 3.4 Addressing the Selection Criteria

To be considered for shortlisting, you need to respond to the **selection criteria** listed in the Position Description.

This is the most important part of your application. The selection criteria show us what skills, knowledge and experience you have that relate to the job.

When writing your responses:

- Use each selection criterion as a heading.
- Write a short paragraph under each heading explaining your skills or experience.
- Give examples where you can – these don't have to be from work only, they can be from school, sport, volunteering or community activities.

The selection criteria are found at **Item 10** in the Position Description at the back of this document.

### 3.5 Presentation

Please provide your application information via email or by post or in person on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Shire can take that into considering in selecting the best applicant.

### 3.6 Submitting Applications

All applications may be submitted in any of the following ways:

#### **Post**

Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2525.034 – Finance Officer (Accounts)  
Mr M Goodlet  
Chief Executive Officer  
Shire of Waroona  
PO Box 20  
WAROONA WA 6215

#### **Hand**

Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2525.034 – Finance Officer (Accounts)  
Shire of Waroona  
Administration Offices  
52 Hesse Street  
WAROONA WA 6215  
Opening hours 9am to 4pm Monday to Friday.

#### **Electronic Mail**

By email in PDF format to **Eden Pisconeri** – [hr@waroona.wa.gov.au](mailto:hr@waroona.wa.gov.au)

### 3.7 Closing Date

We are seeking to fill this role as soon as possible and encourage interested applicants to apply promptly. The Shire reserves the right to close applications prior to the advertised closing date of Friday 5<sup>th</sup> June 2026 @ 4pm, should a suitable applicant be identified.

### 3.8 Further Information

The Shire of Waroona's Manager Corporate Services, Kathy Simpson, is the nominated Shire contact for this position and can be contacted on (08) 9733 7800 during normal office hours.

Please visit the Shire website at [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au) for general information about the Shire.

The Shire of Waroona is currently administered by a Council of seven (7) members inclusive of the President.

The Shire of Waroona provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Waroona is an Equal Employment Opportunity employer.

## 4. Application for Employment Form

Please attach this form to the front of your application.

<b>Vacancy Details</b>			
Position Title:			
<b>Personal Details</b>			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
<b>Recruitment Source</b>			
How did you first become aware of this vacancy?			
Shire of Waroona website <input type="checkbox"/>		Harvey/Waroona Reporter <input type="checkbox"/>	
Mandurah Mail <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
<b>Employment History (details must be completed)</b>			
<b>Refer to resume for complete details</b>			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

<b>Employment Referees (details must be completed)</b>			
Please provide details of at least two contactable <b>work-related referees</b> – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
<b>Declarations</b>			
<b>The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.</b>			
<b>Health</b>			
To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details of condition			
<b>Criminal Convictions</b>			
Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? ( <i>You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988</i> ).			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details			
<b>Applicant Declaration</b>			
I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.			
Signed _____		Date _____	

## 5. Referee and Reference Checks

The Shire has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Shire is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees, and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Shire reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

### **Academic Qualifications**

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

## 6. General Employment Conditions

<b>Position</b>	<b>Finance Officer (Accounts)</b>
<b>Term</b>	Full-time (Option of a fortnightly or monthly RDO)
<b>Award</b>	Local Government Officers' (WA) Award 2021
<b>Annual Salary</b>	Level 4.1 – Level 4.4 (+ OA) - \$68,216 to \$70,892.
<b>Annual Leave</b>	4 weeks annual leave
<b>Long Service Leave</b>	In accordance with the Local Government (Long Service Leave) Regulations.
<b>Other Leave</b>	10 days personal leave per annum.
<b>Probation</b>	A probationary period of six (6) months will apply.
<b>Pre-placement medical</b>	Prior to appointment, the Officer will be required to undertake a medical examination with a doctor of their choice at the Shire's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
<b>Police clearance</b>	A police clearance will be required to be provided to the Shire prior to confirmation of appointment.
<b>Payment of salary</b>	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
<b>Superannuation</b>	The Shire will contribute the national superannuation guarantee of 12% to a nominated superannuation fund.  Employees may elect to join the Shire's co-contribution scheme as detailed by policy HRP004. Salary sacrificing of superannuation is available.
<b>Recreation Centre</b>	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
<b>Conferences / Training</b>	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
<b>Uniform</b>	As per Council policy HRP003.
<b>Job-Share Officers</b>	The appointed officer will be required to enter into a job-share agreement, which includes a commitment to provide relief coverage for their co-worker during periods of planned leave.

All other conditions of employment are in accordance with the Local Government Officers' (WA) Award 2021 and Shire of Waroona Council Policies.

## 7. Checklist

<input type="checkbox"/>	Application for Employment form;
<input type="checkbox"/>	Covering Letter;
<input type="checkbox"/>	Resume;
<input type="checkbox"/>	Document addressing the selection criteria;
<input type="checkbox"/>	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
<input type="checkbox"/>	The application has been photocopied for personal reference;
<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
<input type="checkbox"/>	I have checked that I am aware of the closing date and time.



Shire of Waroona  
Administration: 52 Hesse St, Waroona  
Postal: PO Box 20, Waroona WA 6215  
Ph: (08) 9733 7800  
Email: [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au) Web: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)





Position Title	Finance Officer (Accounts)
Position Number	PDCP006
Directorate	Corporate & Community Services
Award	Local Government Officers (WA) Award 2021
Level / Line	Level 4
Last Reviewed	May 2026

### 1. Position Objectives

- 1.1 To ensure the control, recording and prompt payment of supplier invoices.
- 1.2 To provide customer service function in accordance with the Shire's Customer Service Charter.
- 1.3 To provide relief to the rating function of the Shire.

### 2. Requirements of the position

#### 2.1 Skills

- Well-developed computer skills, including the use of Microsoft Word, Excel and internet applications;
- Highly developed written and verbal communication skills;
- Well-developed numeracy and accuracy skills;
- Sound time management and organisational skills with the ability to meet specified deadlines;
- Sound interpersonal and customer service skills, with the ability to liaise with various agencies and work in a team environment; and
- Good sense of initiative, with the ability to work with minimal supervision, and accept accountability and responsibility for own actions.

#### 2.2 Knowledge

- Sound knowledge of Local Government accounting practices and procedures relating to accounts payable functions;
- Developing knowledge of Local Government accounting functions;
- A thorough understanding and working knowledge of GST legislation;
- Sound knowledge of accounting software programs;

- Sound knowledge of the English language including spelling, grammar and vocabulary;
- Working knowledge of administrative and office procedures; and
- Working knowledge of the local community.

### 2.3 Experience

- At least two years' experience in an accounts payable position; and
- Experience in Local Government accounting practices and procedures (desirable).

### 2.4 Qualifications

- Certificate in Business or equivalent experience;
- Completion of Year 12 with English, computer studies and maths;
- Hold a current "C" class motor driver's license; and
- Provision of a current National Police Clearance not more than three months old.

## 3. **Summary of key duties and responsibilities**

### 3.1 General

#### **Accounts Payable**

- 3.1.1 Maintenance and reconciliation of the accounts payable database;
- 3.1.2 Collation of purchase orders;
- 3.1.3 Matching of invoices with delivery dockets, purchase orders and any other relevant documents;
- 3.1.4 Obtain authority for payment of invoices;
- 3.1.5 Data entry of invoices;
- 3.1.6 Preparation of accounts payable payment batches;
- 3.1.7 Reconciliation of invoices with statements and Accounts Payable accounts;
- 3.1.8 Monthly reconciliation of Sundry Creditor subsidiary accounts to the satisfaction of the Manager Corporate Services;
- 3.1.9 Liaise with service providers in relation to their accounts;
- 3.1.10 Preparation of account listing of payment report to Council;
- 3.1.11 Quarterly review of outstanding purchase orders;
- 3.1.12 Bi-monthly review of unrepresented cheques;
- 3.1.13 Prepare and process Councillor payments in accordance with approved fees and allowances;
- 3.1.14 Maintain the trust module; and

3.1.15 Process trust refunds.

**Accounts Receivable**

3.1.16 Maintain up to date and accurate financial records relating to accounts receivable (sundry debtors), including raising of invoices;

3.1.17 Monitor and implement effective debt recovery of accounts receivable (sundry debtors);

3.1.18 Reconcile on a monthly basis the sundry debtors ledger; and

3.1.19 Maintain the accounts receivable “bring up” register to ensure the timely processing of annual charges, loan and lease payments.

**Finance**

3.1.20 Assist the Manager Corporate Services with the preparation of the annual finance audit, collating information and documents requested by the auditors;

3.1.21 Process internal financial reporting, including but not limited to quarterly reporting requirements to Landcare;

3.1.22 Process superannuation payments for applicable contractors and Councillors ensuring compliance with relevant superannuation legislation and requirements;

3.1.23 Process monthly BSL and BCITF returns;

3.1.24 Maintain, update and distribute the Plant Listing as required;

3.1.25 Prepare and process general journals as required to ensure accurate financial records and reporting;

3.1.26 Assist with the preparation and distribution of the annual budget;

3.1.27 Provide timely and accurate responses to general finance enquiries for both internal and external stakeholders;

3.1.28 Provide support as required to the Manager Corporate Services and Senior Finance Officer.

**Customer Service**

3.1.29 Attend to counter enquiries, cash receipting and telephone, including the taking of hall bookings and appropriate referrals to other officers including advice on lodging of building applications and planning applications in accordance with the Shire’s Customer Service Charter;

3.1.30 Provide back up support to the Finance Officer (Rates) with rates, pensioner and general cemetery enquiries and relieve during periods of absence of the Finance Officer (Rates); and

3.1.31 To perform other duties as directed within the scope and level of this position.

3.2 Organisational

3.2.1 Sound knowledge of legislative obligations under Equal Opportunity and Work, Health and Safety policies.

- 3.2.2 Actively embrace and participate in change to better achieve the Shire's values, goals and objectives.
- 3.2.3 Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- 3.2.4 Maintain strict confidentiality.
- 3.2.5 Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- 3.2.6 Comply with Shire's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- 3.2.7 Recommend changes or strategies which promote a 'continual improvement' and 'best practice' approach to service delivery where relevant to the scope of the position or department.
- 3.2.8 Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work, Health and Safety, Equal Employment Opportunity legislation, and Councils policies and procedures.

#### 4. Organisational relationships

##### 4.1 Responsible for:

- Nil.

##### 4.2 Responsible to:

- Manager Corporate Services.

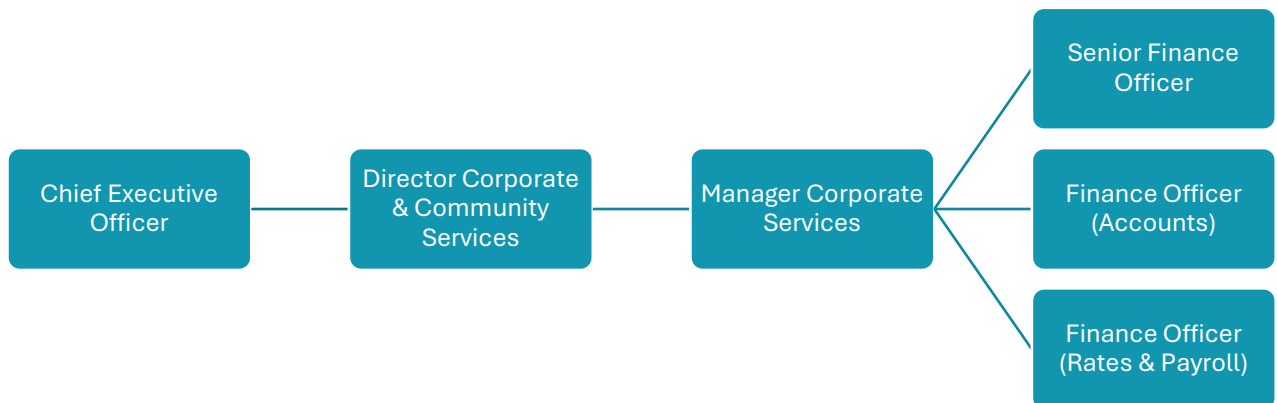
##### 4.3 Internal relationships:

- Shire of Waroona employees.
- Elected members.

##### 4.4 External relationships:

- Members of the public.
- Community and business groups.
- Service and ratepayer organisations.
- Government agencies.

#### 5. Organisational structure section



#### 6. Position dimensions

##### 6.1 Work location

Shire of Waroona Administration Office, 52 Hesse Street, Waroona.

##### 6.2 Delegated authority

As defined by the Chief Executive Officer.

### 6.3 Driving requirements

C (Car) or CA (Car Automatic) class motor vehicle license.

## 7. **Extent of authority**

This position operates under the direction of the Manager Corporate Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the *Local Government Act 1995* and other legislation.

## 8. **Corporate accountabilities**

- 8.1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
- 8.2 Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- 8.3 Participate as required in all corporate and governance activities.
- 8.4 Maintain obligations described within the Shire of Waroona's Customer Service Charter.
- 8.5 Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
- 8.6 Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- 8.7 Deliver effective use of Shire resources within the level of accountability for this position.
- 8.8 Ensure the effectiveness of this role in alignment with the Shire of Waroona values.

## 9. **Workplace, Health & Safety**

- 9.1 Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- 9.2 Comply with the safety policies and procedures as prescribed by Council and abide by relevant statutory requirements at all times.
- 9.3 Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's Work, Health and Safety policies and procedures, and the Work, Health and Safety Act. Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work, Health and Safety Act and their subsidiary legislation.
- 9.4 Take reasonable care to ensure your own safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work, Health and Safety Act 2020, and subsidiary legislation.

## 10. Selection Criteria

### 10.1 Essential

- 10.1.1 Sound knowledge of accounting practices and procedures relating to accounts payable functions.
- 10.1.2 At least two years' experience in a similar position in Local Government or private/public sector service.
- 10.1.3 Sound time management and organisational skills with the ability to meet specified deadlines.
- 10.1.4 Highly developed written and communication skills.
- 10.1.5 Highly developed customer service skills.
- 10.1.6 High level of computer literacy and proficiency, particularly in the use of accounting software and Microsoft Office products.
- 10.1.7 Ability to work in a team environment with minimal supervision.
- 10.1.8 Ability to use initiative in performing tasks to meet required objectives.
- 10.1.9 Hold a "C" class driver's license.
- 10.1.10 Provision of a National Police Clearance is required to support eligibility for this position.

### 10.2 Desirable

- 10.2.1 Experience in the use of Readytech's "Synergysoft" Local Government software.
- 10.2.2 Experience/exposure to Local Government accounting processes and procedures.
- 10.2.3 Certificate of Business in Accounts Payable or equivalent.

## 11. Demands criteria

Demands code	N – Not at all	O – Occasional (0 – 32%)	F – Frequent (33 – 66%)	C – Constant (67 – 100%)
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Physical demand level	Occasional	Frequent	Constant
Sedentary	0 – 4.5 kgs	Negligible	Negligible
Light	4.5 – 9 kgs	0 – 4.5 kgs	Negligible
Medium	9 – 22 kgs	4.5 – 11 kgs	0 – 4.5 kgs
Heavy	22 – 45 kgs	11 – 22 kgs	4.5 – 9 kgs
Very heavy	> 45 kgs	22 – 45 kgs	9 – 22 kgs

### 11.1 Physical demands

Physical demands	N	O	F	C	Comments
Stair/Ladder climbing		S			Occasionally required to climb steps. Occasional ladder climb.
Squatting/crouching/ kneeling		S			Occasional squatting, crouching and kneeling required.
Floor to waist lifting		M			Occasional moving and packing away equipment.
Waist to eye level lifting		L			Moving items within storeroom or relocating equipment.
Sitting				S	Administrative tasks at desk.
Standing			S		Liaising with staff.
Walking			S		Walking around office.
Carrying			S		Carrying light equipment while moving around office.
Holding loads away from body		S			Retrieving equipment or stock.
Overhead reaching		S			Retrieving or storing items on a high shelf.
Work bent over - stoop		S			Infrequently required for this role.
Carrying bulky/large/ Awkward load		M			Moving equipment, boxes and stock.
Trunk rotation (standing)			S		Required as part of performing administrative tasks.
Trunk rotation (sitting)				S	Required as part of performing administrative tasks.
Neck movement				S	Required as part of performing administrative tasks.
Pushing/pulling		M			Moving equipment, boxes and stock.
Shoulder movements			S		Required as part of performing administrative tasks.
Elbow movements			S		Required as part of performing administrative tasks.
Jerky movements	S				Not observed.
Forward reach		M			Moving equipment, boxes and stock.
Wrist movements				S	Required as part of performing administrative tasks.
Grip type			S		Required as part of performing administrative tasks.
Whole body vibration	S				Not observed.
Hand/arm vibration	S				Not observed.

### 11.2 Psychological demands criteria

Cognitive demands	N	O	F	C	Comments
Reading comprehension				X	Reading reports, strategic plans, correspondence
Oral comprehension				X	Communicating with other staff members and general public.

Oral expression				X	Communicating with other staff members and general public.
Writing				X	Reports, plans, strategies, updates, policies, procedures, performance reports.
Numeric reasoning				X	Financial reporting, reconciliations, budgets
Diagrammatic			X		Financial reporting
Critical thinking			X		Overcoming challenges and issues as they arise. Ensure compliance.
Attention to detail				X	Accurate and easily understood reporting and information.
Judgement & decision making				X	Encourage others to think about solutions and assist where required.
Active listening				X	Required when communicating with staff members and members of the public.
Complex problem solving			X		Required when issues arise.
Memory			X		Remember policies, procedures, legislative requirements and timetables.
Concentration			X		Required to ensure adequate performance.

Emotional demands	N	O	F	C	Comments
Social perceptiveness				X	Required when dealing with the members of the public.
Stress tolerance		X			Required when dealing with complex issues and dealing with conflict.
Persuasion			X		Adoption of new policies and practices. Influencing superiors for improvements in processes.
Dealing with customers				X	Providing guidance and advice to staff members and dealing with the public.
Resolving conflict & negotiating with others			X		Required when dealing with staff and members of the public.
Dealing with unpleasant or angry people		X			Escalation of complaints passed up the chain of responsibility.
Working in a group or team				X	Leadership role, regularly supervising and advising other staff members.
Working independently			X		As required.

Role demands	N	O	F	C	Comments
Adaptability and flexibility				X	Required to adapt to staffing and customer needs.
Time pressure			X		Required to meet deadlines.
Time management				X	Required to meet deadlines.
Coordinate & lead others				X	Required as part of a leadership role.
Instructing			X		Required as part of a leadership role.
Manage financial resources				X	Required as part of a financial management role.

Manage personal resources			X		Required as part of a leadership role.
Impact of decisions on co-workers or company results				X	Consideration required to the flow on effect of any decision making.
Structured work		X			Work is fluid around determining tasks and priorities.
Responsibility to outcomes and results				X	Responsible for work outcomes and the results of other workers.

## 12. Areas of potential risk

12.1 Personal injury; and

12.2 Public safety.

## 13. Position and incumbent details

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Position occupant	
Date appointed	
Reporting Manager	
Date	

## 14. Amendments

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Date	Details of Amendment	Reference	Record Number
17/02/2024	Review and update position description	ADCCS	PE.14
12/05/2024	Review and update of position description	MCS	PE.14
12/05/2026	Review and update of position description	MCS	