



Shire of Cue
PO Box 84
CUE WA 6440
Telephone: (08) 9963 8600
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Accountant

EMPLOYMENT INFORMATION & APPLICATION PACKAGE

April 2025

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1 Position Advertisement



Shire of Cue Accountant (Package negotiable up to \$110,900).

The Shire of Cue is situated in Western Australia's Murchison Region, approximately 660kms north-east of Perth on the Great Northern Highway. It is a small town with a strong sense of history and community that supports gold and iron ore mining as well as pastoral and tourism industries.

As Accountant you will take corporate financial responsibility for the organisation. You will foster a customer service focus, a positive team culture, a basis for efficient planning and delivery of financial services to the organisation. You will assist with the development and leading the financial goals and objectives of the organisation as set out in plans, budgets, capital works programs and integrated and asset management plans. You will be accountable for the Council's financial resources.

This is a hands on role, responsible for the provision of accounting and finance services and overseeing the Shire's financial management, including but not limited to sundry debtors, creditors, rates, payroll and general ledger. Ideally, you will have intimate knowledge of the finances of local government or have worked within a senior management capacity in this area. Additionally, you will hold relevant tertiary qualifications or have equivalent relevant senior management experience.

A performance based 3-year contract will be negotiated which includes an attractive remuneration package in the vicinity of \$110,900.000 including a negotiable cash component commensurate with qualifications and experience plus generous annual leave, up to 15.5% superannuation (conditional), and subsidised housing and utilities.

Interested applicants may obtain the Information Package by contacting Mike Fitzgerald on 0419907443 or emailing mike@fitzgeraldstrategies.com.au or by downloading the document from <https://www.fitzgeraldstrategies.com.au/local-government-job-vacancies/>

Applications addressed to Mr Richard Towell, Chief Executive Officer, including a Curriculum Vitae and statement addressing the Selection Criteria should reach the Fitz Gerald Strategies 9 The Crest CANNING VALE WA 6155 or scanned and emailed to mike@fitzgeraldstrategies.com.au by the close of business Monday 28 April 2025.

Mike Fitz Gerald
PRINCIPAL
Fitz Gerald Strategies
Licensed Employment Agent (Lic No EA2423)

2 Information for Applicant

Thank you for your interest in the advertised position of Chief Executive Officer for the Shire of Cue.

Selection on the Basis of Merit

The Shire of Cue is an equal opportunity employer. All applications will be assessed against the same criteria included in the information package and position description.

No application will be considered until after the advertised closing date at which time it will be assessed. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria.
- A copy of your current Résumé
- Contact details of three employment referees, preferably one to be your current employer.
- Completed Application Cover Form (see 6 below)
- Signed Declaration Authorisation and Waiver (see 7 below)

Applications should preferably be scanned and lodged by email.

Applications in hard copy should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

Your application should contain a concise statement specifically addressing each of the **SELECTION CRITERIA** in this information package and the Position Description with examples, which demonstrate how you meet the requirements of each objective. Address each item separately and make your comments adequate enough to demonstrate your ability to meet the criteria. The **Requirements of the Position** as stated in the position description should also be addressed in your application.

Resume

You should attach a copy of your current resume, listing academic achievement,

professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of at least three referees we can contact to provide information on your past work performance, preferably one to be current employer. **Applicants who do not provide referee contact details up front will not be considered for the position.**

One copy only

You should provide us with only one copy of your complete application.

Address for Applications

Applications in hard copy should be marked "CEO CONFIDENTIAL" and addressed to:

Cr Ross Pigdon - President
9 The Crest
CANNING VALE WA 6155

Email applications are preferred sent to mike@fitzgeraldstrategies.com.au.

Applications close at 4:00pm on Monday 28th April 2025.

Late Applications

Ensure your application is received prior to the closing date and time, late applications will only be considered if prior arrangements are agreed to for late lodgement.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised by email.

Pre-employment Medical

The successful applicant will be required to undertake a pre-employment medical examination, prior to commencement, at the Council's expense.

Further Information

Should you require further information about the position, please contact the current CEO on ☎(08) 9963 8600 or ceo@cue.wa.gov.au.

For more information on the Shire please refer to the website at www.cue.wa.gov.au

3 Remuneration Package

NOTIONAL REMUNERATION PACKAGE (DEFINED TERM NEGOTIATED CONTRACT POSITION)

A reward package up to \$200,000 including a negotiable cash component commensurate with qualifications and experience plus generous annual leave, up to 16.5% superannuation, unrestricted business & private use of a vehicle and subsidised housing and utilities, will be negotiated.

The components of the total reward package are:

Cash salary	\$80,000 per year
Professional Membership Fees	\$1,000 per year
Council Supplied Housing	\$3,600 per year
Retention Scheme (After 6 months)	\$10,000 per year
Utilities allowance (Gas & Electricity)	\$2,500 per year
Uniform Allowance	\$600 per year
Superannuation 11.5%	\$9,200Per year
Council Superannuation 5% (conditional)	\$4,000 per year
TOTAL	\$110,900 per year

4 Position Description

1 POSITION DETAILS

Position:	Accountant
Department:	Administration
Position classification:	Contract
Employment type:	Full-Time

2 ORGANISATIONAL RELATIONSHIPS

Responsible to:	Deputy Chief Executive Officer
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3 POSITION OBJECTIVES

This is a hands on role, responsible for the provision of accounting and finance services and overseeing the Shire's financial management, including but not limited to sundry debtors, creditors, rates, payroll and general ledger.

- Assist the Deputy CEO in the sound financial management of the Shire
- Actively engage in a multi-skilling development program with other administration staff
- Assist with the preparation and production of fortnightly payroll
- Assist with the preparation and production of creditors remittances
- Assist with Managing the Shire's Rate Book including monthly and annual reconciliations
- Assist with the issuing of rate notices and attend to all issues and enquiries relating to property ownership
- Assist with Managing the Shire's sundry debtors
- Ensure the Councils compliance with FBT and GST legislation
- Other General Ledger functions as directed by the Deputy CEO

3.1 Within Division

- Maintain daily, weekly, monthly and annual accounting records
- Maintain creditor records and process payments on a weekly basis
- Maintain stock (inventory) records
- Assist with general office duties

3.2 Within Organisation

- To provide a high standard of work ensuring that accurate and reliable information is provided whilst providing a helpful, efficient and courteous service to other employees, Councillors and the public

4 KEY DUTIES / RESPONSIBILITIES

Finance:

- Ensure Purchase Orders are completed for all purchases
- Process Administration related invoices, adjustments and credit notes ensuring compliance with legislative requirements including the Local Government Act and Regulations
- Ensure all reconciliations are completed as required eg bank accounts, debtors, creditors and other key accounts.
- Ensure the preparation, invoicing and collection of debtor accounts in an accurate, timely and efficient manner.
- Prepare and certify the fortnightly payroll in accordance with legislative requirements.
- Monitor timesheet coding to ensure allocations are correct areas/job
- Ensure all timesheets are signed by the employee and supervisor
- Ensure that authorised deductions are made from employees' pay and that amounts deducted are remitted by the due date to the payee
- Ensure that authorised employee allowances are maintained
- Accurately enter new employees, creditors and debtors details into Synergy Soft.
- Assist with monthly financial reporting
- Assist with annual financial accounts
- Assist auditors as necessary
- Undertake other finance duties as required
- Undertake project work as required or instructed by the Deputy Chief Executive Office or Chief Executive Officer.

Customer Service:

- Respond efficiently and politely to telephone and counter enquires and where necessary refer to Chief Executive Officer and initiate appropriate action.
- Provide a courteous, professional and informative service to tourists as required.
- Undertake other customer service duties as required.

5 SELECTION CRITERIA

The following selection criteria are identified as being required to be successful in this role. Applicants may need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

Qualifications, Certificates & Licences:

5.1 Essential

- Highly developed knowledge of general Local Government practices and procedures, including governance, statutory compliance matters and community development;
- At least 2 years' experience at a management level in a multifunctional environment;
- Highly developed ability to lead, motivate, empower, support, evaluate and give direction to a multi-disciplined team;
- Highly developed verbal communication, negotiation and advocacy skills;
- Highly developed letter, report and submission writing skills;
- Highly developed knowledge of contemporary human resources issues and practices;
- Developed knowledge of information technology including computer systems and software operations;
- Well-developed ability to read and interpret legislation, regulations, local laws, leases and contracts
- Tertiary qualifications in Accounting or a relevant management discipline, or, demonstrated experience in successfully fulfilling the responsibilities and functions of a similar position in the public or private sector;
- Current 'C' Class WA Driver's Licence.

5.2 Desirable

- Demonstrated success in a finance role in a Local Government will be highly regarded.
- Highly developed knowledge of Local Government accounting standards and financial requirements,
- Developed knowledge of the principles of Equal Opportunity, Diversity and Occupational Safety and Health;
- Previous experience in the use of the SynergySoft local government financial management computer software;
- Developed knowledge of strategic planning and management processes.
- Highly developed knowledge of Local Government accounting standards and financial requirements,
- Previous experience in the use of the SynergySoft local government financial management computer software;
- Developed knowledge of strategic planning and management processes.
- Current National Police Clearance Certificate (no less than 3 months old)
- Successful completion of a pre-employment medical examination
- Qualification or Certificate in a related field (desirable)
- Hold a current Driver's Licence

Experience:

- 1 – 2 years' experience in a similar role (desirable)
- Experience in Synergy Soft (desirable)
- Experience with relevant software applications, in particular MS Office suite
- Competent in Microsoft Outlook

Skills:

- Good public relations skills, including excellent telephone manner
- Proven ability to work effectively as part of a busy, small collaborative team
- Possess as strong desire to learn and grow
- Ability to use initiative
- Proven ability to work under pressure with minimal supervision
- Good time management and organisation skills
- A positive can do attitude
- The ability to multi-task
- Accurate data entry skills

Knowledge:

- An understanding of the Shire of Cue's values and a willingness to promote them
- Knowledge of the Shire of Cue's Code of Conduct
- An understanding of the Council's policies.
- Working knowledge of the Occupational Health & Safety requirements
- Knowledge of local government systems and processes
- A sound understanding of the importance of maintaining a high level of integrity and confidentiality

(a) OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

- Follow all Occupational Health and Safety guidelines, policies and procedures
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed
- Abide by The Shire of Cue's Council and legislative safe work procedures, instructions and safety management practices
- Use safety equipment and devices as specified
- To render first aid assistance where required, dependant on qualifications.

Please attach this form to the front of your application

Chief Executive Officer
Shire of Cue
PO Box 84
CUE WA 6640

Telephone: (08) 9963 8600
Email: ceo@cue.wa.gov.au

PLEASE PRINT IN BLOCK LETTERS	
SURNAME:	
GIVEN NAMES:	
ADDRESS:	
EMAIL:	
CONTACT NUMBERS:	
POSITION APPLIED FOR:	DEPUTY CHIEF EXECUTIVE OFFICER

6 Declaration Authorisation and Waiver

SHIRE OF CUE

APPLICATION FOR POSITION OF CEO DECLARATION, AUTHORISATION AND WAIVER

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Council reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Council or its agents to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position and to check any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: The Council undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicants' suitability for the position. Any information obtained will be treated as strictly confidential by Council and its agents and will only be made available to the selection Committee/Council at the time, and for the purpose, of selecting the suitable applicant.

Signature of Applicant:

Date: