



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Accountant

FULL TIME

Applications will be accepted until Close of Business on **Monday 3rd August 2026**.

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Accountant

FULL TIME

The Shire of Bridgetown-Greenbushes is seeking an experienced and motivated Accountant to join our Corporate Services team. This is an exciting opportunity for a finance professional who is committed to delivering high-quality financial services and contributing to the effective management of the Shire's financial operations. Working in a collaborative and community-focused environment, you will play a key role in financial reporting, budgeting, compliance, and supporting informed decision-making across the organisation. If you are a proactive, detail-oriented professional looking to make a meaningful contribution to local government, we encourage you to apply.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Casey Radford – Director Corporate, Economic and Community Development on 9761 0815.

Applications close on **Monday 3rd August 2026**.

POSITION DESCRIPTION

1. POSITION TITLE: Accountant

2. DEPARTMENT: Corporate, Economic and Community Development

3. AWARD COVERAGE AND CONDITIONS

Level 7 of the *Local Government Officers' (Western Australia) Award 2021* and applicable Shire of Bridgetown-Greenbushes Industrial Agreement.

4. POSITION OBJECTIVES

Responsible for the Shire's of Bridgetown-Greenbushes day to day financial operations and maintenance of accounts and transaction records.

5. RESPONSIBILITIES OF THE ROLE

5.1 Financial Accountabilities

- Contribute to ensuring compliance of Council's finance practices within the legislative requirements
- Review data entry of all financial transactions to ensure correct accounting treatment and allocations against current budget
- Maintain the system parameters and setup of Council's electronic procurement system (ALTUS procurement)
- Prepare statement of income and expenditure for all grant acquittals
- Contribute to the preparation of monthly and annual financial reports for presentation to Council in compliance with statutory requirements and Council Policy
- As required, preparation of other reports and administrative functions as determined by the Manager Finance and Administration
- Review data entry of all financial transactions to ensure correct accounting treatment and allocations against current budget
- As require, provide support and guidance to Customer Service Officers and Finance Officers
- As require, provide backup for the payroll, rates, creditors and debtors functions
- Maintain the Shire's loan and lease register
- Maintain the Shire's Insurance Register and administer claims
- Undertake the Monthly Asset Accounting
- Ensure adherence to statutory requirements and corporate process.
- Maintain confidentiality in financial matters and uphold high ethical standards
- Other duties as directed by the Director Corporate, Economic and Community Development or Manager Finance and Administration

5.2 Corporate Responsibilities

- Contribute to the development and adherence of corporate policies and procedures
- Maintain the Council's register of investments, and as required invest surplus funds along with the Director Corporate Services or Manager Finance
- Maintain the Shire's loan and lease register
- Maintain the Shire's Insurance Register and administer claims

5.5 Customer Service

- Provide exceptional customer service to all internal and external stakeholders
- Treat customers with professionalism and dignity
- Attend to enquiries promptly, courteously and effectively, resolving ongoing matters as required

5.6 Record Keeping

- Maintain accurate finance records in line with legislative requirements
- Ensure regular checks of records in Synergy

6. WORK HEALTH AND SAFETY

- Ensure compliance with WHS legislation and Council policies
- Promote a positive safety culture within the team and escalate significant issues to the Executive Leadership Team
- Report all accidents, incidents and hazards
- Conduct risk assessments and job safety analyses prior to commencing tasks
- Eliminate or control hazards using the hierarchy of controls
- Complete required training to ensure personal, team and public safety

7. ORGANISATIONAL RELATIONSHIPS

Reporting to: Manager Finance and Administration

Manages: N/A

Internal Relationships: All Shire Employees

External Relationships: Banks, Auditors, External Contractors, General Public



9. SELECTION CRITERIA

Criterion	Essential	Desirable
Tertiary qualification in a relevant discipline and/or substantial demonstrated experience in a relevant field.	✓	
Knowledge of local government accounting systems and processes.	✓	
Demonstrated effective interpersonal skills to facilitate interaction, cooperation and trust with relevant groups and individuals to achieve desired outcomes and establish and maintain strong and productive working relationships.	✓	
Well-developed written and verbal communication skills including the ability to communicate recommendations clearly and succinctly.	✓	
Well-developed knowledge of the Microsoft Office suite, with well-developed skills in Microsoft Excel.	✓	
Demonstrated effective interpersonal skills and ability to establish and maintain strong and productive working relationships.	✓	
A demonstrated ability to improve and enhance processes and practices and add value to the organisation.	✓	
Working knowledge of Australian taxation legislation and systems in particular; goods and services tax (GST), fringe benefit tax (FBT) and pay as you go (PAYG) as they apply in a local government setting.	✓	
Knowledge of SynergySoft Financial and Altus.		✓
Understanding of Work Health and Safety obligations in a local government context.		✓
Previous experience in a similar position within State or local government.		✓
Current unrestricted C class driver's licence.	✓	

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **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.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au