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

RECRUITMENT INFORMATION PACKAGE

Accounts Payable Officer

Full Time

Applications will be accepted until Close of Business on **Friday 18 December 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.

Shire of Bridgetown-Greenbushes

VACANCY

Accounts Payable Officer

Full time

Love solving problems and making things run smoothly? Join us as an Accounts Payable Officer and help ensure invoices are processed accurately, payments are made on time and help support your community.

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%
- Salary Packaging available to all employees

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 or Nathan Gilfellon – Manager Finance and Administration on 97610825.

Applications close on Friday 18 December 2026.

POSITION DESCRIPTION

1. POSITION TITLE ACCOUNTS PAYABLE OFFICER

2. DEPARTMENT CORPORATE SERVICES

3. AWARD COVERAGE AND CONDITIONS

- Level 4.1 of the Local Government Officers' (WA) Award 2021 and applicable Shire of Bridgetown-Greenbushes Collective Agreement.

4. POSITION OBJECTIVES

Responsible for the Shire's day to day accounts payable operations.

5. REQUIREMENTS OF THE POSITION

5.1 Skills

- High level of computer literacy and proficiency
- Developed verbal and written communication skills
- Effective interpersonal and negotiation skills
- Well-developed time management skills.

5.2 Knowledge

- Demonstrated knowledge of finance operations within a local government setting
- Understanding of relevant legislation and employee awards.

5.3 Experience

- Previous experience in a similar position within local government
- Experience with local government accounting software.

5.4 Qualifications

- Tertiary qualification in finance, local government or relevant discipline (desirable).

6. KEY DUTIES/RESPONSIBILITIES

6.1 Within service area

- Maintaining the creditor database
- Reviewing of invoices to ensure compliance with Council Policy
- Processing of invoices and creditor payments
- Coordinating and scheduling payments for approved invoices.
- Processing payment runs through the accounting system and managing funds transfers via the banking portal.
- Assisting with various support tasks, including handling remittances and finalising payment runs.
- Performing regular reconciliations of creditor statements, resolve creditor queries, and updating creditor details as required.
- Petty cash transactions and reconciliation
- Processing corporate credit card acquittals, collecting receipts from cardholders, and ensuring all documentation is correctly recorded and reconciled.
- Preparation of the monthly list of accounts
- Other duties as required by the Manager of Finance and Administration.

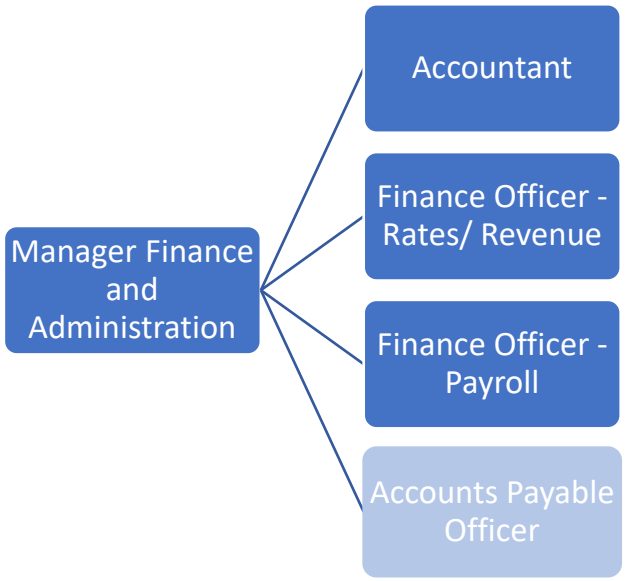
6.2 Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls.

7. ORGANISATIONAL RELATIONSHIPS

Reporting to Manager Finance

Supervision of Nil



8 EXTENT OF AUTHORITY

Operates under the supervision of Coordinator Corporate Services within the limits of statutory requirements, Council policies and delegated authority.

9 SELECTION CRITERIA

Criterion	Essential	Desirable
Previous experience in a similar position within local government.	✓	
Tertiary qualification in finance, local government or relevant discipline		✓
Demonstrated effective interpersonal skills with the ability to establish and maintain strong and productive working relationships.	✓	
Well-developed written and verbal communication skills.	✓	
Demonstrated knowledge of finance operations within a local government setting.	✓	
Experience with local government accounting software.	✓	
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
3. 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.

4. A brief summary addressing the selection criteria, focusing on skills and experience related to each component.

5. **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.***

6. **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