



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

RECRUITMENT INFORMATION PACKAGE

Manager Finance & Administration

FULL TIME

Applications will be accepted until Close of Business on **Friday 6th March 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

Manager Finance & Administration

FULL TIME

Come and play a critical role in the development and implementation of key finance practices at the Shire of Bridgetown-Greenbushes. Lead a team of finance and administration professionals during an exciting time at the Shire.

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
- Negotiated salary between \$100k - \$112k plus super
- 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 Friday 6th March 2026.

POSITION DESCRIPTION

1. POSITION TITLE: Manager Finance and Administration

2. DEPARTMENT: Corporate, Economic and Community Development

3. AWARD COVERAGE AND CONDITIONS

Negotiated salary in accordance with the provisions of clause 13.6 of the *Local Government Officers' (WA) Award 2021* and the applicable *Shire of Bridgetown–Greenbushes Enterprise Agreement*.

Reasonable overtime is an expectation of the role. The remuneration for this has been factored into the annual rate of pay.

4. POSITION OBJECTIVES

To provide management and leadership for all functions of Finance and Customer Services within the Corporate, Economic and Community Development Directorate. Facilitate and assist the Director Corporate, Economic and Community Development in effective budget and financial management to ensure legislative and statutory requirements, together with the business objectives of the Shire of Bridgetown–Greenbushes, are met.

5. RESPONSIBILITIES OF THE ROLE

5.1 Accounting

Manage the day-to-day financial operations of the Shire in accordance with statutory requirements and Council policy, including:

- Preparation of monthly financial reports for presentation to Council
- Financial management of the Shire's non-current assets
- In liaison with the Director Corporate, Economic and Community Development:
 - Maintain and review the Shire's Long Term Financial Plan
 - Prepare annual financial reports
 - Prepare the annual budget
 - Prepare the annual forward capital works plan
- Oversee the completion of the annual budget review process
- Oversee the completion of the annual audit
- Manage internal audits and financial controls
- lead the development, maintenance and monitoring of the Shire's Long Term Financial Plan, funding strategies and other strategic financial plans

Ensure the timely and accurate compilation of the Shire's annual budgets and strategic financial plans, including:

- Developing and managing an efficient budget process
- Assisting staff with the development and preparation of budget proposals
- Ensuring the budget aligns with organisational strategies
- Preparing budget documents for Council approval within set deadlines
- Ensuring financial plans and budgets are linked to Council plans

5.2 Banking and Investment

- Develop the Shire's cash flow and monitoring processes
- Maintain day-to-day operations of the Shire's investment portfolio

5.3 Compliance

- Ensuring reliability of financial information systems
- Strict adherence to the Local Government Act, Regulations, and Australian Accounting Standards
- Preparation of regular, accurate and timely financial reports to Council and staff
- Ensuring all financial and other records meet audit requirements
- Facilitating audits of Council's annual financial statements and other audits as required
- Fulfilling duties under the financial provisions of the Local Government Act

5.4 Policies and Management Practices

- Ensure complete and accurate recording of all Council assets in a comprehensive asset register
- Recognise asset acquisition and maintenance costs in Council budgets
- Assist Council in decisions relating to asset acquisition and disposal
- Prepare agenda items for Council consideration and attend Council meetings when required

5.4 People & Culture

- Provide and promote effective leadership, direction and communication to the Finance and Customer Service teams
- Maintain effective team performance through regular meetings, performance reviews and management of underperformance
- Facilitate a culture of accountability and compliance through financial services training, induction and onboarding programs
- Promote Finance Department objectives and provide guidance to all Shire staff

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 financial records in line with legislative requirements
- Ensure regular checks of records in Synergy and compliance across Finance and Customer Service teams

5.7 Information Technology

- Lead the development and periodic review of the Shire's Information Technology Strategy, Disaster Recovery and other Corporate IT plans.
- Ensure ICT systems support operational efficiency, financial sustainability and community service delivery.
- Provide strategic advice to the Executive Leadership Team and Council on technology risks, investments and emerging trends.

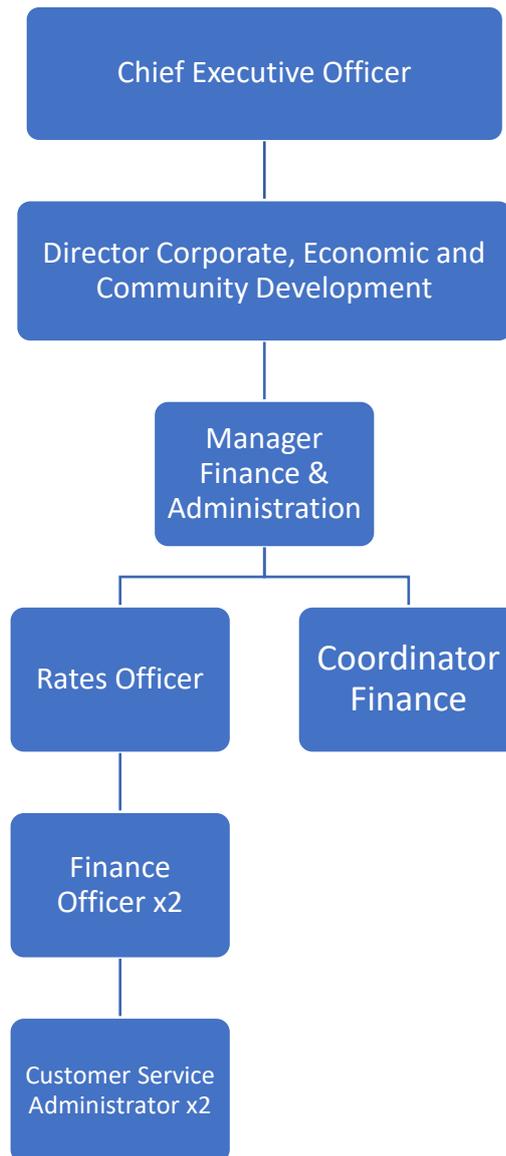
7. ORGANISATIONAL RELATIONSHIPS

Reporting to: Director Corporate, Economic and Community Development

Manages: Finance and Customer Service Employees

Internal Relationships: All Shire Employees

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



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