

Assistant Accountant

Permanent full-time or part-time | Flexible hours negotiable | Great work environment

The Shire of Irwin has a fantastic opportunity available for a highly skilled Assistant Accountant to work within our Finance Team on either a full or part time basis (3-5 days per week). Flexibility with hours worked are negotiable.

The Position

Working directly with our Manager Finance, you will assist with accounting functions and statutory reporting including but not limited to the completion of the Annual Budget, the Long-Term Financial Plan and Annual Report.

Your primary responsibilities will be activities involving the rating functions including: change of ownership and address, property enquiries, pensioner rates rebate scheme, the levying and recovery of rates and associated charges, preparing and issuing annual rates notices, rates instalment notices, collection of overdue rates and dealing with all matters relating to rating functions.

You will maintain a sound awareness of current legislation, guidelines, policies, and procedures relevant to your position so to correctly implement updates. In addition, you will work closely with the Senior Finance Officer with the preparation of financial information and reports.

This position is classified as Level 6 under the Local Government Industry Award 2020 and attracts a commencing base salary of \$64,203 per annum pro-rata (dependent on experience).

The Person

To be successful in this pivotal role you will hold a degree in Accounting, Business or related discipline or currently progressing a qualification in this field. You will also demonstrate:

- Competencies in financial management or accounting practices to ensure alignment to the strategic objectives of the Shire.
- Intermediate to advanced Microsoft Excel skills.
- Developed knowledge in the use of SynergySoft or related software will be highly regarded.
- High level of accuracy and numeracy with the ability to input and review data efficiently and effectively whilst managing competing priorities and deadlines.
- Commitment to quality customer service and continuous improvement outcomes.
- Ability to maintain a high level of professionalism and confidentiality.
- Knowledge of reporting requirements within Local Government and Knowledge of the *Local Government Act 1995* and Regulations is desirable.
- Previous experience in Local Government Finance and Rates procedures will be highly regarded.
- An unrestricted 'C' Class Driver's Licence.

Interested? Confidential enquiries can be made to Human Resources on telephone 08 9927 0000.

Applications close on Monday 5 February 2024.

Applications should be submitted via email to hr@irwin.wa.gov.au and should consist of a two-page covering letter addressing the selection criteria within the Position Description together with a current resume including two recent referees. The Position Description can be found on our website www.irwin.wa.gov.au. Applicants will need to provide proof of eligibility of working rights in Australia and be willing to undertake a pre-employment medical.

The Shire of Irwin is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.

Shane Ivers

**Chief Executive Officer
Shire of Irwin**

