



POSITION VACANT FINANCE ADMINISTRATION OFFICER

Etheridge Shire Council is currently seeking a dedicated, motivated and enthusiastic Finance/Administration Officer to join our team of experienced finance professionals based at Councils' Corporate Office located at Georgetown.

The Finance/Administration Officer will provide support to the administration/finance department and undertake all functions pertaining to general administration and finance functions of the Council

The Finance/Administration Officer will ensure that all work is carried out in accordance with current legislation, current policies, current procedures, work instructions and furthermore to contribute to the efficient and effective financial management and performance of Council.

Etheridge Shire Council is dedicated to providing high quality customer service to its external and internal customers, but we also value our staff and the important role that they play.

Applications including a covering letter outlining how you (the applicant) can meet the position requirements, resume and 2 current references can be posted, delivered to the Administration Office, or emailed to:

***Position Vacant – Finance Administration Officer
The Chief Executive Officer
Etheridge Shire Council
PO Box 12
GEORGETOWN QLD 4871***

Email: info@etheridge.qld.gov.au

Further information can be obtained by contacting Jodi Kernan or Megan Alexanderson on Ph: 07 40799090.

Applications close at 4 pm 27th February 2026

Ken Timms PSM
CHIEF EXECUTIVE OFFICER