



# ETHERIDGE SHIRE COUNCIL

## ...The Golden Heart of the Gulf

### POSITION DESCRIPTION

Finance Administration Officer

<b>DEPARTMENT:</b>	Corporate Services
<b>REPORTS TO:</b>	Senior Administration & Senior Finance Officer
<b>LOCATION:</b>	Council Office, St George Street, Georgetown Qld
<b>DATE PREPARED:</b>	July 2025
<b>PREPARED BY:</b>	Human Resources

**This Statement represents an accurate description of the role of the Finance Administration Officer**

To support and undertake all functions as directed, ensuring all work is carried out in accordance with legislation, policies, procedures and work instructions.

**Signed Position Incumbent:**

**Dated:**

#### ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,200. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Etheridge Shire is a place of innovation, diversity, and opportunity for all. We have vibrant and unique communities that are provided with community focused services that maintain our country centric ways of life. Dynamic leadership ensures sustainable communities, economies, and best practices for our environment. Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

#### KEY RESPONSIBILITIES & ACCOUNTABILITIES

##### Finance/Administration Officer

The incumbent will be responsible for, but not limited to undertaking all functions pertaining to:

- Undertake multi-skilling in any of the Financial and Administration Operations duties at the request of Management to gain the ability to relieve in various roles of Council.
- Reception duties as required.
- Preparation of the Inform and distribution on a monthly basis as needed

ABN 57 665 238 857

Address all correspondence to:  
The Chief Executive Officer  
PO Box 12  
GEORGETOWN QLD 4871

Phone: (07) 4079 9090  
Fax: (07) 4062 1285  
Email: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)  
41 St George Street, GEORGETOWN QLD 4871



- Receipting and Banking from all agencies as required.
- Clerical Assistance to any Director or CEO as required.
- Answer incoming Telephone Calls as defined in Council's Procedures.
- Records/Collecting and Opening Mail/Registering/Filing as required.

Undertake any other duties and special projects as directed by the Senior Administration Officer or Director of Corporate Services, as are reasonably within the limits of the employee's skills, competence and training.

## **KEY BEHAVIOURS**

### **Integrity:**

- Follows through with agreed actions.

### **Excellent work ethic:**

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

### **Team player**

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

### **Results orientated**

- Sees tasks through to completion.
- Completes tasks within specified time frames.

### **Commitment to Best Practice**

- Follows procedures.
  - Maintains accurate records.

Maintains an understanding of Council policies and procedures.

## **KEY PERFORMANCE INDICATORS**

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

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## GENERAL INFORMATION AND CONDITIONS FOR APPLICANTS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities is not required to be addressed individually within the application to Council)

- Appointment to the position of Finance/Administration Officer will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

## QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a working knowledge of the Local Government Act 2009 and Local Government (Financial planning and accountability) Regulation 2012.

- Demonstrated experience in financial operations. Certificate level qualifications or working towards Cert IV in Finance Administration would be highly regarded.
- Highly competent is the use of accounting software, to undertake all functions relating to rates, property information and registers.
- Previous experience in the processing of rates payments and information, within the Local Government sector would be highly regarded.
- Knowledge and interest financial operations, with the ability to understand and apply accounting principles, business processes, procedures and privacy guidelines.
- Excellent written and interpersonal communication skills, including negotiation and conflict resolutions skills is essential.
- Understanding of full implications of excellent customer service and commitment to its delivery.
- High level of experience and knowledge of Microsoft Applications and Finance Systems.

## MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

## CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

## WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

## DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

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### **PROBATION PERIOD**

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

### **ACCOMMODATION**

Council may provide accommodation with this position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

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