



shire of Ashburton
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Finance Officer – Payroll Tom Price

Application Package
January 2022

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ABOUT THE ROLE

Advert

Finance Officer - Payroll

Residential – Tom Price | Full time, Ongoing

Starting salary \$79,890 p.a. Negotiable, dependent on skills and experience

Housing or Rental Assistance may apply

The Shire of Ashburton serves communities across a vast region in the Pilbara, Western Australia. The region is known for mining, agriculture and fishing, and for its rugged, ancient landscape. Tom Price is WA's highest town, located right on the edge of the state's second largest national park, Karajini.

About the Position

An exciting opportunity exists for a candidate with the right skills, experience, and values to join our Corporate Services team. Reporting to the Manager Finance and Administration, this role is responsible for the comprehensive payroll services to Council ensuring high quality payroll management and excellent customer service to Council staff and management.

Our ideal candidate will have previous experience in a similar role within payroll, competence in interpretation of industrial instruments, proficient use of the Microsoft Office Suite of Products and strong interpersonal skills including high level verbal and written communication.

This position offers a competitive remuneration package, generous Superannuation matching scheme, annual Ashburton allowance as well as annual travel and health and wellbeing allowances, multiple health and wellbeing initiatives and six weeks annual leave. All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2017*.

For further information regarding this exciting opportunity, please contact Taryn Dayman on (08) 9188 4456 or Mobile 0448 711 806.

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website: www.ashburton.wa.gov.au by 9:00am Tuesday, 18 January 2022.

The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.

Please note: Canvassing of Councilors or Shire Employees will disqualify. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment.

Position Description

Finance Officer - Payroll	
Position Number	JA.214
Directorate	Corporate Services
Department	Finance and Administration
Job Family	Officer
Reports To	Manager Finance and Administration
Direct Reports	N/A
Location	Tom Price
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2017
Classification	Level 4

Vision

To contribute to the social, economic, and environmental prosperity of the Shire of Ashburton by providing in alliance with others, strong community leadership, advocacy, and cost-effective facilities and services.

Values

Respect Openness Teamwork Leadership Excellence Health and Wellbeing

About the Role

Role Objective / Purpose

To provide efficient, effective, and comprehensive payroll services to Council ensuring high quality payroll management services and excellent customer services are provided to Council staff and management.

Key Role Outcomes

Provide accurate and timely payment of wages and salaries in line with legislative requirements and in accordance with current enterprise agreements, contracts, policies, and procedures, including but not limited to;

- Administer remuneration and payroll liabilities including the preparation and completion of the fortnightly processing cycle of the payroll across the Shire ensuring sound financial management practices;
 - Collect, calculate and enter payroll data and ensure that payroll transactions including wages, tax withholdings, deductions and allowances are processed accurately, within stringent timelines and in compliance with the Shire's policies and procedures and legislative requirements;
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- Apply sound judgement and interpret Industrial instruments as they relate to local government payroll matters to undertake a range of payroll functionality activities;
- Deliver quality customer services to respond to enquiries, resolve payroll discrepancies and provide assistance across a range of payroll and associated matters;
- Maintain accurate employee and remuneration systems data and assist with any preparation and system configuration for testing and implementation of new or amended systems processes as required;
- Preparation and lodgement of the Shire's reporting requirements, including superannuation, Single Touch Payroll and Pay As You Go;
- Produce payroll related month end tasks and financial audits;
- Maintain accountability and appropriate use of information systems, maintain vigilance to comply with record keeping requirements and maintain a high degree of confidentiality and sensitivity relevant to the nature of the work undertaken;
- Provide statistical information and input into organisational reports as requested; and
- Other duties commensurate with skills and experience (as directed).

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Intermediate: Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.
Judgement and Decision Making	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the

	work area or on clients. Applies knowledge from a wide range of rules.
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Intermediate: Develop or program small work area budgets, and monitor work area costs and spending, which may be subject to further review or require to be managed within an overall department budget.
Leadership	Fundamental: Extent of leadership, sets a positive example through ones own actions to influence peers and supervisors.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge, acting at all times in accordance with management directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Communications Skills Intermediate	Intermediate: Business level written and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use of appropriate grammar. Able to resolve minor matters.
Administration Skills	Intermediate: Able to use software to complete more complex administration tasks.
Policy and Procedure Development	Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.

Intermediate	
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Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated within 6 months of commencement); and
- Preferably, Certificate IV in Accounts / Bookkeeping (or relevant experience).

Experience, Skills, Knowledge Required of Role

- Previous experience in payroll or similar role;
 - Knowledge of industrial instruments and workplace entitlements legislation;
 - Intermediate proficiency with Microsoft Office; and
 - High level of accuracy and attention to detail.
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Employment Conditions & Benefits

CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*.

ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the *EA*.

Ashburton Allowance	\$4,304.66
Annual Leave Travel Allowance	\$968.55
Health & Wellbeing Allowance	\$269.04

Other benefits may include professional memberships, private usage of a fully maintained Shire vehicle, provision of a mobile phone, tablet and/or laptop, flexibility in working arrangements as well as travel, training and personal development opportunities.

SUPERANNUATION

Along with 10.0% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22% and 25% after 2 years), with salary sacrifice options.

ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

ACCOMMODATION

Under the current Accommodation Directive, all full time and part time employees are able to apply for either free Shire accommodation or rent relief, pending eligibility and availability.

UNIFORM AND PPE

Corporate uniforms are provided as per the *EA*. Uniforms considered PPE will be provided upon commencement and will be replaced as required.

What do you need to do before expression of interest?

COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as relevant work history, education, training, courses attended, qualifications 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 only a brief summary of the duties and responsibilities for each of the positions.

REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to make contact with referees from positions you've held which are related to the role you're applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

SUBMITTING YOUR APPLICATION

Please apply by clicking 'Apply' on the job ad on our website: www.ashburton.wa.gov.au

NEXT STEPS

Once you have submitted your expression of interest you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- National Police Clearance;
- Current Driver's Licence; and
- Required qualifications, tickets or other licences.

You may also be required to undergo pre-employment checks such as psychometric testing, medical assessments and drug and alcohol screening – ensure you have documentation or evidence of any medical conditions or medication prior to medical testing being conducted.



ABOUT THE SHIRE OF ASHBURTON

TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's definitely the best home base for adventure!

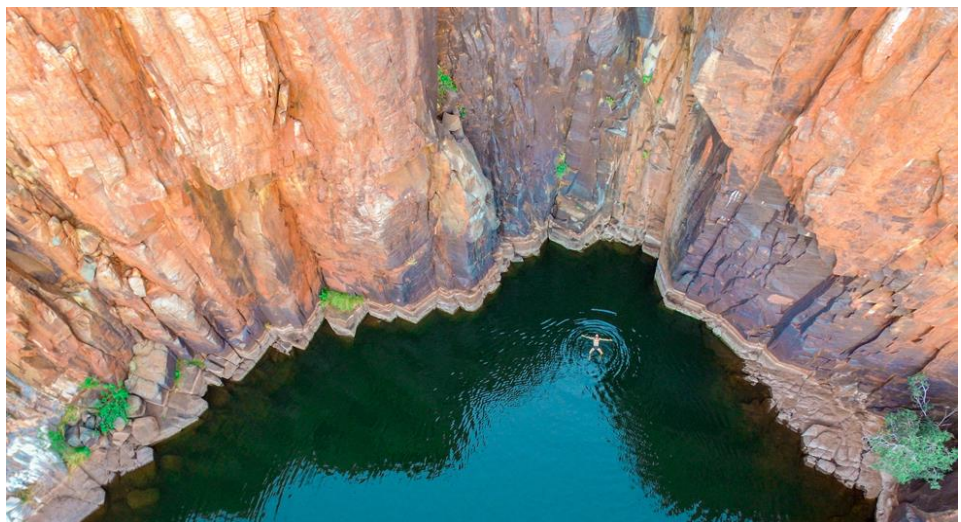


Left:

Canyoning in Karijini National Park

Right:

Python Pool, Millstream Chichester National Park



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?



Mount Nameless/Jarndunmunha

Tom Price's most notable land mark is definitely the majestic Mt Nameless/Jarndunmunha. Jarndunmunha is culturally important to Eastern Garuma people, and is associated with a sacred narrative that describes the activities of two girls and their dingo who travelled up the hill. The two girls turned to stone on the mountain. The song for Jarndunmunha is still sung by Eastern Garuma Elders and Traditional owners. Jarndunmunha, the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3 hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.

ONSLOW



Onslow is the oldest town in the Shire of Ashburton and offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth and the Ningaloo Reef.

In recent years Onslow has become a hub of major industrial activity focused on natural resource extraction and is home to large scale projects such as Wheatstone LNG, Macedon Gas, Onslow Salt, the Onslow Marine Support Base and the Shire's own Class IV Waste Management Facility which is currently in developmental stages. The town also boasts a modern airport which provides direct flights to and from Perth.

Onslow also hosts a range on new recreational facilities, catering to the sports and social needs of the community:

Onslow Aquatic Centre, consisting of a six lane 25m pool with an additional freeform beach entry area. The centre has a fully retractable shaded pool and lawn area, a kiosk to purchase hot food, snacks and cold drinks, a pro-shop full of swim training equipment. The perfect place to host a birthday party with free pool toys for entertainment and large inflatables for hire.

Multi-Purpose Complex, including a full size sports gymnasium, as well as basketball, indoor soccer, netball, badminton and volleyball courts.

Tennis Courts, managed by the Onslow Sports Club where keys can be obtained. The lights are operated by a coin box. There is one synthetic and one paved court.

Onslow Community Garden, a thriving garden in the centre of town which enables residents and visitors to share the pleasure of outdoor activity, wholesome food and community spirit. Complete with BBQ facilities and a wood fired pizza oven, the garden hosts regular community events.



The other Shire towns...

PARABURDOO

Paraburdoo is a 40-year-old purpose built mining town that lies on the desert fringe of the Hamersley Ranges.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year round water hole with picnic facilities. Paraburdoo is also where the Pilbara regions beloved 'Red Dog' was born.

PANNAWONICA

Pannawonica is a purpose built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.
