



Shire of  
Wongan-Ballidu

# Employment Information Package



Finance - Trainee

*(12 month contract)*

Applications close: 4pm Friday 24<sup>th</sup> April 2026

For more information contact:

Deputy Chief Executive Officer, Melinda Lymon

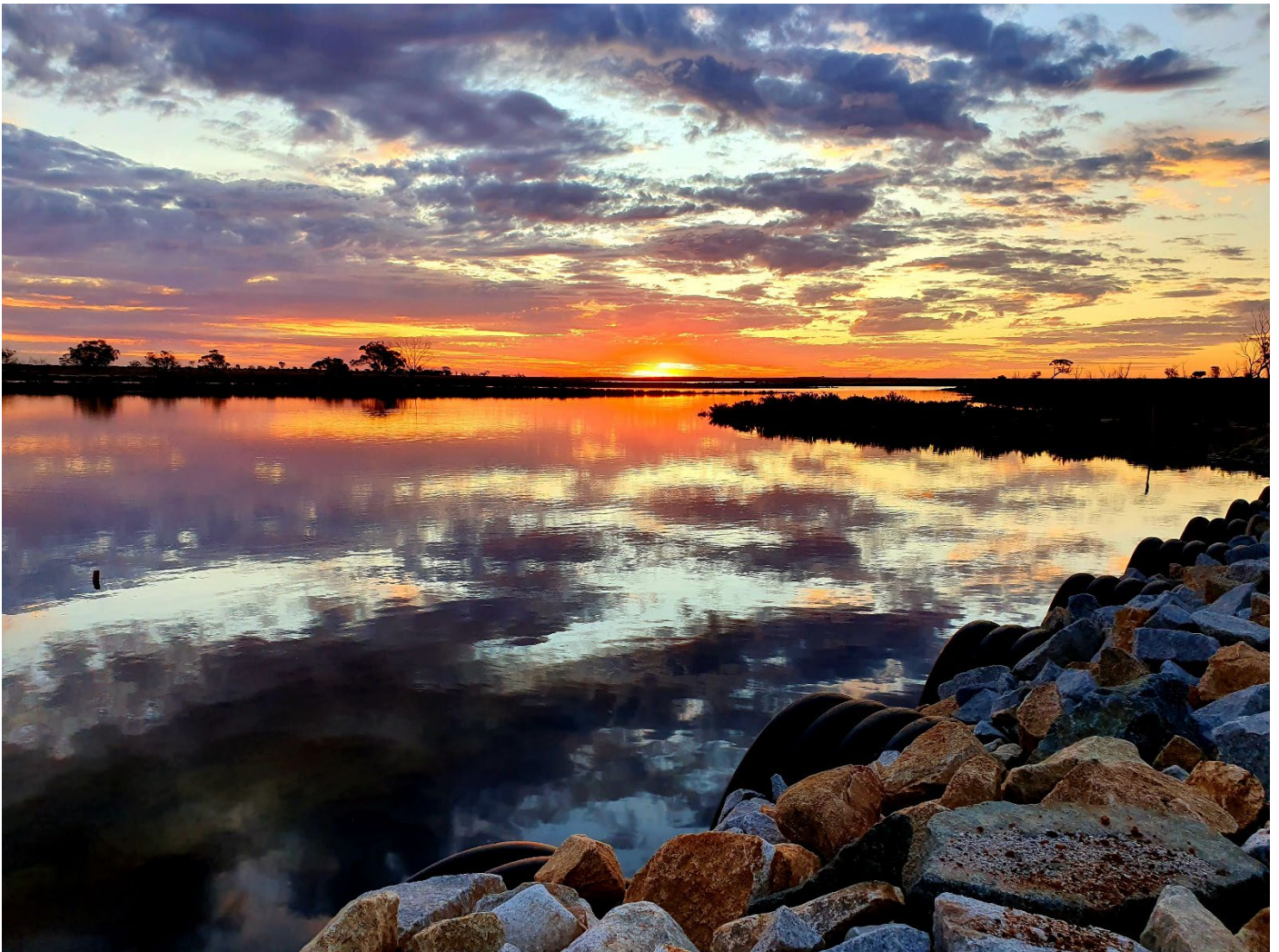
on 9671 2500 or

email: [hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au)

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## Finance Trainee

The Shire of Wongan-Ballidu is recruiting for a Finance Trainee to join the Corporate Services Department. This position is available as a full time, or part time role for a 12 month contract, and may lead to a permanent role for the right candidate following the traineeship.

If you have an interest in finance and administration and can demonstrate a reasonable level of computer literacy, high work ethic and a desire to learn and work as part of a team, we would love to hear from you.

This position reports to the Deputy Chief Executive Officer. Duties include processing fortnightly payroll processing and other finance and administration related tasks.

Conditions of Employment are in accordance with the Local Government Industry Award 2020.

Applicants should first refer to the Position Description, available at [www.wongan.wa.gov.au](http://www.wongan.wa.gov.au)

Written applications clearly marked "Finance Trainee", including a completed application form, full resume with work experience and a cover letter highlighting your suitability for the role should be forwarded to the Chief Executive Officer by the closing date.

**Applications close: 4.00pm, Friday, 24 April 2026.**

For additional information regarding this vacancy, applicants are encouraged to contact Mel Lymon, Deputy Chief Executive Officer on (08) 9671 2500 or by email [hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au)

Sam Dolzadelli  
Chief Executive Officer  
Shire of Wongan-Ballidu  
PO Box 84  
WONGAN HILLS WA 6603



## About the Shire of Wongan Ballidu

Welcome to the Shire of Wongan-Ballidu, a rural community situated within the Western Australian Wheatbelt Region. Located 180km north-east of Perth, the Shire consists of the towns and locales of Ballidu, Burakin, Cadoux, Kondut, Lake Hinds, Lake Ninan, Mocardy and Wongan Hills and is bordered by the Shires of Dalwallinu to the north, Moora to the north-west, Victoria Plains to the south-west, Goomalling to the south, Dowerin to the south-east and Koorda to the east.

Covering 3,368m<sup>2</sup>, the Shire is one of the most liveable communities in regional Western Australia with a current population estimated at 1129. The Shire 's landscape is undulating with various soil types and granite outcrops and its main industry is based around agriculture. With clean air, minimal traffic, low crime and a caring and resilient community, the Shire offers a great country lifestyle with a good range of services and facilities.

The area is renowned for its grain, legume and livestock production and local industries include sheet metal works, a stock feed mill and agricultural equipment manufacturing and home to three large machinery dealerships based in Wongan Hills.

Wongan-Ballidu enjoys a Mediterranean climate which is ideally suited to the region's agricultural pursuits. The hotter summer months provide many cloud free days for outdoor sporting and recreational activities. The cooler months provide an ideal climate for grain production. The area's average rainfall measures 400mm which falls largely during Winter and early Spring with the occasional heavy summer thunderstorm. The area has to date, not experienced drought conditions.

The community enjoy modern facilities, well-presented clean streets, a good variety of retail shops, a hospital, medical centre, dental services and a pharmacy. Sporting clubs and activities are well supported with an Olympic size swimming pool and a newly renovated sporting complex offering squash, a gymnasium, hockey, tennis, football, basketball, netball and cricket.

Wongan Hills has an 18-hole public golf course catering for both adults and children. Both Wongan Hills and Ballidu offer safe and convenient shared purpose footpaths for cycling, walking and running and well-maintained parks, play areas and nature parks.

Cultural and social life is well supported through the many active service groups, clubs and organisations. Significant festivals and events are held throughout the year attracting thousands of visitors. Events include Bike it to Ballidu, an annual cycling event catering for all fitness levels, Reynoldson Reserve Wildflower Festival and Stargazing Event, and the annual Harvest Festival.

The region is home to over 1400 species of flowering plants, 24 of which are unique and found only in Wongan Hills. The area abounds with scenic walk trails, nature reserves and breathtaking outlooks. A short 20km drive from Wongan Hills leads you to Reynoldson Reserve, renowned for its spectacular displays of *Verticordia*, commonly known as "feather flowers".

Both Wongan Hills and Ballidu offer visual arts venues with Ballidu hosting regular artist-in-residence programs throughout the year.

The history of the area is preserved at the Wongan Hills & District Museum, the Ballidu Heritage Centre and Cadoux Earthquake Memorial Site. Stargazing and astrophotography enthusiasts can enjoy a unique and intimate experience at any of the Shire's dark sky venues. Wongan Hills was among the first towns in Western Australia to be named an official Astrotourism town and in 2006 was named the first official RV friendly town in Australia.

# Working at the Shire of Wongan-Ballidu

The Shire has a current annual operating budget of \$10 Million. As an equal opportunity employer, a diverse workforce of 41 permanent staff members are employed. Active participation and teamwork is encouraged within a harmonious and collaborative work environment. Staff are based at various locations including the Administration Facility, Community Resource Centre, Works and Services Department and Swimming Pool. Employees enjoy a progressive and inclusive working culture with several social activities arranged for team members throughout the year. The Shire supports a smoke free working environment.

For those with children, the Shire Administration Office is within close proximity to the Wongan Hills District High School (catering for Years K - 12) and the Wongan Hills Cubbyhouse offering daycare services.



# Completing and Lodging Your Application

## **Your application should include the following:**

### Covering Letter

A covering letter addressed to the Chief Executive Officer telling us how you would be suitable for the traineeship, and why you are interested in the position. Include details of how you can be contacted by telephone during office hours (Monday-Friday 9.00am to 4.30pm).

### Application Form

Please complete the Application Form found within this Information Pack / on the Shire of Wongan-Ballidu website and provide a copy with your application.

### Curriculum Vitae (Resume)

A resume/curriculum vitae which includes your personal details, education, qualifications, work history, and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.

Provide a brief summary of the duties and responsibilities for each position. The details of your academic qualifications should identify the institution and date of issue. You should also include details of any ongoing professional development.

### Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked "Private & Confidential – Application: "Finance Trainee" and can be emailed to [hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au) (preferred), posted to the Shire of Wongan-Ballidu, PO Box 84, WONGAN HILLS WA 6603 or hand delivered during office hours to the Shire Administration Office, Cnr Quinlan Street and Elphin Crescent, Wongan Hills. Applications must be received by the specified closing date and time. Late applications will not be accepted. If you are forwarding your application by Australia Post, please ensure you allow enough time for it to reach the Shire Administration Office before the closing time. All applications lodged will be acknowledged.

## Closing Date

Vacancies with the Shire of Wongan-Ballidu are advertised for a specific period and close at 4.00pm on the closing date shown in the advertisement.

## Late Applications

Late applications will not be accepted.

## Pre-employment Medical

All new Shire appointees are required to undertake a medical examination prior to confirmation of appointment. Council will pay for the cost of this examination.

The Shire of Wongan-Ballidu maintains a smoke free working environment.

Canvassing of Councillors will disqualify applicants.

The Shire of Wongan-Ballidu is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

## Forwarding Applications for the Position

Your applications can be submitted:

### In Person

Private and Confidential  
Chief Executive Officer  
Shire of Wongan-Ballidu Administration Centre  
Cnr Quinlan Street & Elphin Crescent  
WONGAN HILLS WA 6603

### By Mail

Private and Confidential  
Chief Executive Officer  
Shire of Wongan-Ballidu  
PO BOX 84  
WONGAN HILLS WA 6603

### By Email

[hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au)

Please ensure the subject field is marked:  
Private and Confidential – Finance Officer



# The Interview Process

## What to Expect

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, “provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved”.

During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

If you do not understand a question, you should seek clarification before providing a reply.

## After the Interview

In some cases, preferred applicants may be asked to undertake other selection tests.

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant’s suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you verbally to offer you the position and agree on a commencement date. This would normally occur within a week of the interview. The Chief Executive Officer will forward an offer of employment in writing to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.



# Position Description

<b>Title:</b>	Finance Trainee
<b>Hours:</b>	Full Time, Part Time will be considered
<b>Salary:</b>	\$22.50 - \$28.00 per hour - depending on prior experience plus 12% Superannuation. (This is an entry level position and recent school leavers are strongly encouraged to apply.)
<b>Qualification:</b>	Certificate III in Accounts Administration; or Certificate IV in Accounting and Bookkeeping
<b>Employer:</b>	Shire of Wongan-Ballidu
<b>Responsible to:</b>	Deputy Chief Executive Officer

## Position Objectives

### Objectives of Position:

- To receive on the job training to satisfy the objective and requirements of a Traineeship under the Regional Traineeship Program.
- To provide assistance, under supervision, to Administration Office staff in the performance of a variety of administrative and finance duties.
- To undertake studies that enhance the capabilities of the individual to improve the prospects of further employment in the local community.
- Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Wongan-Ballidu Strategic Community Plan.

## Position Duties

(The extent of involvement in the following duties will be dependent upon skills obtained and displayed throughout training).

- In order to facilitate a broad learning and development experience, this position will work at the Administration Office and assist the Corporate Services Team.
- Time will be allocated each week to undertake study towards the qualification.
- Assist with the day to day operational requirements of the Shire's Corporate Services in accordance with policies and procedures determined by the Shire of Wongan-Ballidu and the Chief Executive Officer.
- Assist with provision of administration and finance functions, including:
  - General phone enquiries
  - General customer assistance
  - Assist with data entry, including timesheet entry
  - Assist with accounts receivables and payable duties
  - Provide support for other finance and administrative tasks
- Assist with projects within the scope of the role
- Any other duties as directed.

### **Work Health and Safety:**

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Must comply with safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
- Must not willfully interfere with or misuse items or facilities provided in the interest of safety and health of Council employees.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a way he/she has been properly instructed.
- Must act in accordance with council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety & health representative.
- Must cooperate with the employer in the carrying out of their obligations (WHS Act).
- Must comply with Council work injury management program.

### **Organisational:**

- Always ensure that you operate to the highest standards of integrity, corporate governance, and accountability, within an environment of transparency, trust, openness, honesty and fairness for all.
- Ensure that you always operate at the highest level of governance and accountability.
- Report any matters of non-compliance to your supervisor as soon as practicable after you become aware.
- Demonstrate and champion behaviour that is consistent with the Shire of Wongan-Ballidu's values.
- Demonstrate commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.
- The Shire of Wongan-Ballidu actively promotes and encourages sustainability principles and practices. Employees are expected to embrace the concept of sustainability and demonstrate support in how they perform their role.
- Meet Work Health and Safety, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

### **Risk Management:**

- Comply with the Shire's Risk Management Policy procedures.
- Actively participate in the risk management program and organisational performance review and evaluation program.
- Actively participates in the Shire's Continuous improvement program.

### **Code of Conduct:**

- All employees are responsible for adhering to Shire's Code of Conduct and the policies and procedures and CEO Instructions that support it.

## Skill Requirements

### Essential:

- Writing skills – can produce a written document with correct spelling, punctuation and grammar
- Developing computer skills
- Developing interpersonal skills
- Ability to follow spoken and written instructions.

### Desirable:

- Current Western Australia 'C' class Drivers Licence
- Previous exposure to financial or administrative tasks
- Previous customer service experience, including telephone answering
- Completion of Year 12 secondary schooling.

## Requirements of the Applicant:

- Commitment to undertake on and off the job training over the duration of the Traineeship.
- Shire of Wongan-Ballidu employees are required to take a Medical and Drug Test at the Shire's expense.
- You will be required to obtain a National Police Clearance at your own cost.

### Other benefits include:

- Four (4) Health and Wellbeing Days per financial year.
- Two (2) Bonus Days – Easter and Christmas.
- Option of a 9 day fortnight.
- Free Annual Flu Vaccinations.
- Free EAP program.

## Remuneration Package

Position:	Finance Trainee
Department:	Corporate Services
Position Classification:	Local Government Industry Award 2020: Level 1/2
Employment Type:	Full-Time (38 hours per week) <i>will consider part-time hours for the right candidate</i>
Location:	Administration Building

Per Annum	Minimum
Salary:	\$42,503
Superannuation 12% SG	\$5,100
Council Matching Superannuation 3% (subject to employee contribution)	\$1,275
Leave Loading 17.5%	\$572
Uniform Allowance:	\$550
<b>TOTAL PACKAGE</b>	<b>\$50,000</b>

### Other benefits include:

- Four (4) Health and Wellbeing Days per financial year.
- Two (2) Bonus Days – Easter and Christmas.
- Option of a 9 day fortnight.
- Free Annual Flu Vaccinations.
- Free EAP program.