

Employment Information Package



Finance Officer - Payroll and Projects

Readvertised – previous applicants need not apply

Applications close: 4pm Friday 16th January 2026

For more information contact:

Deputy Chief Executive Officer, Mel Lymon

on 9671 2500 or

email: hr@wongan.wa.gov.au



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Finance Officer - Payroll and Projects

Readvertised – previous applicants need not apply

The Shire of Wongan-Ballidu has an excellent opportunity for a highly motivated individual to fill the full-time role of Finance Officer – Payroll and Projects. Part-time hours will be considered for the right candidate.

This position reports to the Deputy Chief Executive Officer. Duties include processing fortnightly payroll end to end and assisting management with project related tasks including initiatives relating to strategic planning, information management system enhancement, document reviews and other payroll and finance functions.

Conditions of Employment are in accordance with the Local Government Industry Award 2020 Level 3/4 with a cash salary range of \$61,256 to \$67,184 per annum (depending on qualifications and experience), plus up to 15% superannuation.

Applicants should first refer to the Position Description, available at www.wongan.wa.gov.au

Written applications clearly marked “Finance Officer – Payroll and Projects”, full resume with work experience, addressed selection criteria and the names of two (2) work related referees should be forwarded to the Chief Executive Officer by the closing date.

Applications close: 4.00pm, Friday 16th January 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

Please note the Shire office will be closed from 12pm 24th December 2025, reopening 9am 5th January 2026.

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 3,368m², 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

Address your covering letter addressed to the Chief Executive Officer telling us why you are interested in the position and provide details of how you can be contacted by telephone during office hours (Monday-Friday 9.00am to 4.30pm).

Addressing Selection Criteria

The Position Description contained in this package details specific Selection Criteria for the Shire to base its initial determinations when selecting its preferred candidates. You should indicate how you meet each criterion providing examples of events, projects or initiatives that demonstrate your experience, skills and knowledge. It is recommended that your responses to each selection criterion are presented in a precise format and where possible, include previous working experience in undertaking the function. APPLICATIONS NOT ADDRESSING THE SELECTION CRITERIA WILL NOT BE CONSIDERED.

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.

Qualifications

Copies of your qualification(s) or academic record(s) of current studies should be attached. Do not submit original copies of your qualifications or academic records.

Referees

The names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Do not submit original copies of references.

Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked "Private & Confidential – Application: "Finance Officer - Payroll and Projects" and can be emailed to 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.



Shire of
Wongan-Ballidu

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 appointees to Council staff 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

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



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

Title: Finance Officer - Payroll and Projects

Level: Local Government Industry Award 2020 – Level 3/4

Department: Corporate Services

Position Objectives

- Deliver high-quality customer service and effective support to internal and external stakeholders regarding Council's payroll function and assigned projects.
- Ensure accurate and timely processing of payroll for all employees in accordance with established policies and procedures.
- Provide management with payroll-related data and reports as required to support informed decision-making.
- Respond promptly and professionally to employee payroll inquiries, ensuring clarity and resolution.
- Prepare and process payroll reports for reconciliation, compliance, and audit purposes.
- Maintain accurate and up-to-date employee payroll records in line with legislative and organisational requirements.
- Ensure correct accounting treatment for payroll deductions and related transactions.
- Maintain compliance with taxation obligations, industrial awards, enterprise agreements, and relevant employment legislation.
- Assist management with project-related tasks under the guidance of the Deputy Chief Executive Officer, including initiatives related to strategic planning, information management, system enhancements, document reviews, and other payroll and finance functions.

Within Section:

- Deliver high-quality customer service to internal and external stakeholders by responding promptly and accurately to payroll and general customer service inquiries.
- Provide relief and assistance to administration and finance team members to ensure the effective and efficient operation of Shire services.

Within Organisation:

- Provide timely and effective support to Council staff and external agencies as required, fostering collaboration and operational efficiency.

Key Duties and Responsibilities

Payroll

- Assist in delivering payroll services in compliance with relevant awards, agreements, and legislative requirements.
- Support the accurate and timely processing of payroll transactions and service requests, ensuring:
 - Employee records are maintained and up to date.
 - Employees are paid correctly and on schedule.
 - Entitlements are calculated and recorded in accordance with legislation, awards, policies, and best practice standards.
- Provide responsive and helpful customer service by addressing payroll-related queries and resolving routine issues promptly.
- Contribute to the development and maintenance of payroll procedures and documentation, supporting continuous improvement initiatives under the guidance of the Senior Finance Officer and management.



- Collaborate with colleagues to ensure accurate data entry and integrity of payroll information.
- Manage day-to-day payroll tasks effectively while supporting multiple stakeholders and maintaining high standards of accuracy and confidentiality.
- Set up new employees in the payroll system, including taxation and superannuation requirements, in line with legislation and employee declarations.
- Review and maintain accurate employee history and personnel payroll records.
- Ensure payroll files are updated and maintained on a fortnightly basis, including appropriate filing and retention practices.
- Execute payroll system processes, including award and contract interpretation, timesheet validation, pay calculations, report generation, pay validations, and finalisation of payroll and bank processing.
- In collaboration with the Human Resources Officer and management, review and confirm leave applications (long service, personal, annual) for compliance with policies and definitions.
- Liaise with the Human Resources Officer regarding salaries, probation periods, and contract end dates.
- Assist with processing workers' compensation claims and insurance reimbursements in consultation with the Human Resources Officer.
- Process payroll deductions such as superannuation, salary packaging, tax, child support, and other statutory or voluntary deductions, and forward payment details to relevant stakeholders.
- Support the Senior Finance Officer in maintaining and communicating significant payroll-related dates to appropriate staff.
- Maintain accurate records and filing in a timely manner.
- Process electronic submissions for Tax Declarations and Superannuation.
- Provide friendly and responsive assistance to staff with payroll and remuneration queries, aiming for resolution within two business days.
- Share observations or recommendations with management to improve payroll processes and support budgeting efforts.
- Assist staff with timesheet submissions by providing guidance and troubleshooting common issues.
- Support reporting requirements to regulatory authorities regarding employee numbers and demographics.
- Assist with preparation of audit and compliance reports as required.
- Provide assistance to other team members and Customer Service Officers with general customer service duties as needed.

Projects and Additional Responsibilities

- Assist with payroll system upgrades in collaboration with the Deputy Chief Executive Officer, including educating staff on system changes.
- Support management with project-related tasks, which may include:
 - Strategic planning research, engagement, and reporting.
 - System improvements and data updates.
 - Policy development and document drafting.
 - Information and data management processes.
 - Event planning and coordination.
 - Financial and other system updates.
 - Document review and updates.
 - Other initiatives aimed at achieving best practice and legislative compliance.
- Provide assistance to the Deputy Chief Executive Officer with accounting, audit, and finance functions.
- Undertake any other duties as required to support organizational objectives.

General

- Provide relief and assistance to other administration and finance staff, including rates, creditors/debtors, and related functions as needed.
- Assist with customer service and telephone inquiries in a professional and courteous manner.
- Comply with the Shire's Equal Opportunity, Discrimination, Harassment, and Bullying Policies at all times.
- Perform any other duties consistent with the level of this position and the principles of broad banding.



Work Health & Safety

- Follow and comply with all Work, Health & Safety and Environment policies and procedures to ensure personal safety and the safety of others is maintained at all times, including the reporting of unsafe practices or hazards to supervisors or WHS Representatives, whilst protecting and sustaining the environment and ensuring prevention of pollution.
- Co-operate with the employer in the carrying out obligations in accordance with the requirements of the *Work Health and Safety Act 2020*.
- Must comply with Council work injury management program.
- 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 wilfully 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 manner in which 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 co-operate with the employer in the carrying out of their obligations (WHS Act).
- Must comply with Council work injury management program.

Governance:

- Ensure that at all times 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 operate at the highest level of governance and accountability at all times.
- Report any matters of non-compliance to your supervisor as soon as practicable after you become aware.

Risk Management:

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

Code of Conduct:

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

Organisational Relationships

Responsible to:

- Deputy Chief Executive Officer

Supervision of:

- Not Applicable

**Internal Liaison:**

- Chief Executive Officer
- Other Council staff
- Shire President and Councillors

External Liaison:

- General public, ratepayers and residents
- Public Utilities and Government Authorities
- Community organisations.
- Businesses that interact with the Shire
- Other Local Government Authorities.
- Contractors and Consultants.

EXTENT OF AUTHORITY:

- Works within confines of policy and procedures, under the general supervision of the Deputy Chief Executive Officer.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position. Applicants who do not address the selection criteria as part of their application will not be considered for an interview.

Essential:

- Ability to maintain a high level of confidentiality and discretion.
- Ability to perform duties with accuracy and within required timeframes.
- Demonstrated high attention to detail and strong problem-solving skills, with a focus on practical solutions.
- Demonstrated ability to work collaboratively in a team environment.
- Competence in using computer software, including the Microsoft 365 suite (advanced MS Excel skills desirable).
- Well-developed written and verbal communication skills.
- Effective time management and organisational skills.
- Developed numeracy, typing, keyboard and data input skills.

Desirable:

- Demonstrated experience supporting payroll systems/operations and contributing to continuous improvements.
- Working knowledge of Workplace Agreements and Awards, with the ability to apply these accurately in payroll processes.
- Experience in local government financial functions (e.g. reconciliations).
- Experience with accounting/finance tasks.
- Working knowledge of local government legislation.
- Familiar with CouncilFirst/ Business Dynamics systems.
- Hold a current "C" class WA motor vehicle driver's licence.



Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed, it is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. As such the position incumbent may be reasonably directed by their line management to undertake duties within their known skills, knowledge and capabilities in addition to those directly highlighted above.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Remuneration Package

Position:	Finance Officer - Payroll and Projects
Department:	Corporate Services
Position Classification:	Local Government Industry Award 2020: Level 3/4
Employment Type:	Full-Time (9 day fortnight) <i>will consider Part-Time hours for the right candidate</i>
Location:	Administration Building

Per Annum	Minimum	Maximum
Salary:	\$61,256	\$67,184
Superannuation 12% SG	\$7,350	\$8,062
Council Matching Superannuation 3% (subject to employee contribution)	\$1,837	\$2,015
Leave Loading 17.5%	\$824	\$904
Uniform Allowance:	\$550	\$550
TOTAL PACKAGE	\$71,817	\$78,715

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.