



Croydon Shire Council

POSITION VACANT Senior Finance Officer

Located approximately 550km south-west of Cairns and just south of the base of the Gulf of Carpentaria, in the heart of the Gulf Savannah country, lies the quaint and beautiful town of Croydon. Rich in history, boasting beautiful heritage buildings, the iconic Gulflander train, stunning sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. Croydon offers a unique Outback experience while providing all the necessary services, including a supermarket, healthcare centre, schooling, and recreational facilities.

The Position: Reporting to the Director Corporate Services, you will efficiently carry out a range of Council's financial and administrative functions and provide high-level customer service to members of the public, Government Departments, agencies, and statutory authorities and provide support to the Finance Team and other officers within Council.

Skills / Experience Required: To be successful in the role, you will need:

1. Experience working in a finance role.
2. Qualification in a field relative to the position would be highly regarded.
3. Experience within Local Government highly regarded.
4. High level of interpersonal and communication skills with sound negotiation skills, including the ability to effectively deal with a broad range of Council stakeholders including Councillors, employees and customers, whilst maintaining confidentiality.
5. High level of planning and organisation skills with the ability to prioritise work.
6. Experience in preparation of correspondence, procedures, manuals, reports.
7. Intermediate Microsoft Office suite skills and EDRMS like Magiq Records Management system.
8. A high level of professionalism is essential.
9. Strong attention to detail.
10. High level knowledge of and experience in interpreting awards and other industrial agreements.
11. Understanding of (or ability to obtain) Council's structure, operation, policy and procedures.
12. Sound knowledge of financial procedures and principles across areas of responsibility.

The position description can be downloaded from Council's website www.croydon.qld.gov.au or by phoning (07) 4748 7100.

For further information about the position please contact Council's Director of Corporate Services, Stephen Frost, on 07 4748 7100 or email hr@croydon.qld.gov.au

Applications are to include a covering letter, resume and at least 2 references and be submitted via emailed to: Human Resources, Croydon Shire Council hr@croydon.qld.gov.au Delivered to: Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld

Applications close 4:00pm Wednesday, 26 August 2026

Stephen Frost
Acting Chief Executive Officer
11 August 2026