



Croydon Shire Council

Senior Finance Officer

Candidate Information Pack

Closing: 26 August 2026 4pm

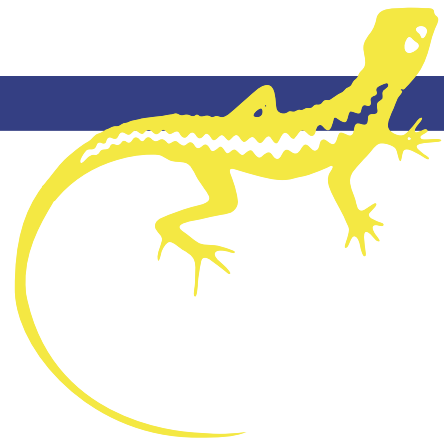
Croydon Shire Council
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A group of five people are posed in front of a yellow building. On the left, a man in a cowboy hat and blue shirt holds a guitar. In the center, two young women stand. On the right, a man in a light-colored shirt and jeans sits on a yellow vehicle. The building behind them features a large red graphic of a bottle labeled 'RED LABEL' and a black club symbol. A semi-transparent purple box with white text is overlaid in the center.

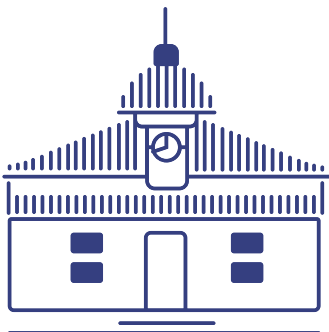
“Here in Croydon, the land teaches you patience, the community gives you purpose, and the wide open skies remind you what matters most.”

Kim, local grazier, Croydon Council employee and former Councillor.



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WELCOME

We can't wait to hear from you.

Thank you for reviewing the details for the position of:
Senior Finance Officer with Croydon Shire Council. Please submit your application by the due date listed on the front page.

Attention: Human Resources.
Applications: Submitted by email: hr@croydon.qld.gov.au

If you require any assistance during the application process, please contact Human Resources on 07 4748 7100



IS THIS THE ROLE?

Why it's worth making the move

Moving into the Senior Finance Officer role with Croydon Shire Council is an excellent opportunity to broaden your financial expertise while taking on greater responsibility within a supportive local government environment. The position provides exposure to a diverse range of finance functions, including payroll, accounts payable and receivable, rates administration, bank reconciliations, BAS preparation, job costing and financial reporting. This variety offers a strong platform for professional growth and the opportunity to further develop both technical and leadership skills.

The role also provides the chance to work closely with senior management, including the Director of Corporate Services and Chief Executive Officer, contributing to key financial operations and organisational outcomes.

This level of involvement offers valuable experience in decision-making, governance, compliance and strategic financial management.

For professionals interested in local government, the position offers meaningful work that directly supports community services and infrastructure delivery. The ability to contribute to the financial sustainability of a regional council while engaging with a wide range of stakeholders adds both challenge and reward to the role.

Additionally, Croydon Shire Council promotes professionalism, continuous improvement and teamwork, creating an environment where employees can make a genuine impact. This role represents a rewarding career step, offering increased responsibility, career development opportunities and the chance to contribute positively to the local community.



ABOUT THE ROLE

Purpose and reporting lines

The Senior Finance Officer role at Croydon Shire Council offers an opportunity to play a key role in the delivery of Council's financial and administrative services while contributing to the effective operation of the organisation. The primary purpose of the position is to efficiently undertake a broad range of finance functions, provide high-quality customer service to internal and external stakeholders, and support the Finance Team and other Council officers. Responsibilities span payroll, accounts payable and receivable, rates administration, bank reconciliations, BAS preparation, job costing, reporting and compliance activities.

The position reports directly to the Director of Corporate Services, providing regular interaction with senior leadership and involvement in important financial processes that support Council's strategic and operational objectives. The role also works closely with the Chief Executive Officer, management, employees, customers and external agencies, creating opportunities to build strong professional relationships across the organisation.

This role is an attractive career move because it offers diverse responsibilities, increased accountability and exposure to local government finance. It provides the opportunity to develop leadership skills, contribute to financial sustainability and make a tangible impact on the delivery of services to the Croydon community while working within a professional and supportive environment.



REMUNERATION

Your package includes

Croydon Shire Council offers a competitive remuneration package recognising the unique nature of remote Queensland living and working. The total package includes:

- Base salary: approx **\$86k** p.a. depending on quals/ experience
- Superannuation of 12%
- **17.5 %** leave loading on 5 weeks of paid annual leave
- **Free** Annual Gym membership
- up to **\$3,000** relocation support

Total remuneration value approx \$105k

++Plus

- Low-cost **housing provided** for you and your family.
- **Five weeks** of paid annual leave.
- Professional development opportunities.
- Flexibility and work-life balance with a **9 day fortnight**.



OPPORTUNITIES

and challenges

The position offers broad exposure across key financial functions including payroll, accounts payable and receivable, rates administration, bank reconciliations, BAS lodgements, job costing and financial reporting. This variety provides an excellent opportunity to further develop technical expertise while gaining a deeper understanding of local government finance and compliance requirements.

A major opportunity within the role is the ability to work closely with the Director of Corporate Services and contribute to critical financial operations that support Council's strategic objectives. The position also provides opportunities to mentor and support other employees, build leadership capability and strengthen stakeholder relationships across the organisation and community.

Exposure to governance, records management, grant claims and statutory reporting will further enhance professional development and future career prospects

The challenges are relatively minor and are typical of a senior finance position. These include managing competing priorities, maintaining accuracy across multiple finance functions, meeting strict statutory deadlines and responding to stakeholder enquiries in a timely and professional manner. However, these challenges are balanced by the diverse nature of the role, the opportunity to make a meaningful contribution to Council operations and the chance to positively influence financial outcomes for the Croydon community. Overall, the position offers substantial professional growth, increased responsibility and rewarding career development opportunities.

Working in a small regional local government environment requires flexibility, initiative, and a willingness to assist across a broad range of functions to ensure organisational priorities and community expectations are met.



ABOUT YOU

Our ideal candidate

You are highly organised, capable of managing competing priorities and meeting deadlines while maintaining accuracy and confidentiality. Strong interpersonal and communication skills are essential, enabling you to build productive relationships with colleagues, management, customers and external stakeholders.

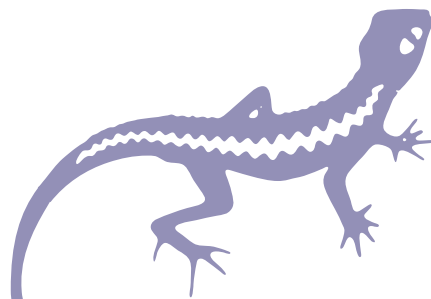
If you have leadership experience and the ability to support, guide and collaborate with team members, this will be highly valued.

You will be able to demonstrate initiative, professionalism and a continuous improvement mindset, actively seeking opportunities to enhance processes and efficiencies.

Be part of the team as we prepare for the transition to a new finance system. Having previous experience in local government finance, Practical Plus software and records management systems such as Magiq would be advantageous.

Above all, you will be a team-oriented individual who is committed to excellent customer service and contributing positively to the financial sustainability and success of Croydon Shire Council.

You are a motivated and experienced finance professional who brings strong technical knowledge, exceptional attention to detail and a commitment to delivering high-quality outcomes. You will have demonstrated experience across a broad range of finance functions, including payroll, accounts payable and receivable, reconciliations and financial administration, together with a sound understanding of financial legislation, compliance and reporting requirements.



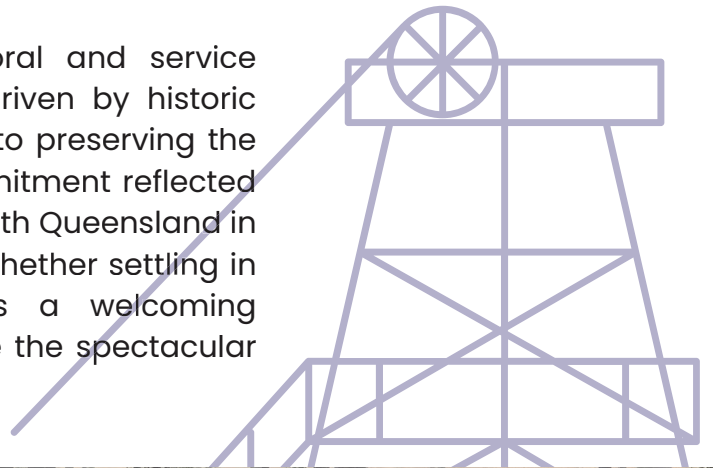
LIVING IN CROYDON

Life in the shire

Located approximately 550km southwest of Cairns in the heart of the Gulf Savannah, Croydon is a quaint and beautifully maintained town rich in heritage and outback charm. The Shire covers nearly 30,000 square kilometres and is a key stop along the famous Savannah Way, approximately 2,200 kilometres from Brisbane.

Croydon boasts stunning heritage buildings, the iconic Gulflander train, spectacular sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. The town provides all essential services including a supermarket, healthcare centre, schooling and recreational facilities, along with shady parks, picnic areas and playgrounds that foster community connection.

The local economy is grounded in pastoral and service industries, with a growing tourism sector driven by historic appeal. Croydon Shire Council is dedicated to preserving the area's mining and pastoral heritage, a commitment reflected in the town winning Friendliest Town in Far North Queensland in the 2008 Ergon Energy Tidy Towns Awards. Whether settling in or just passing through, Croydon offers a welcoming atmosphere and the perfect base to explore the spectacular Gulf Savannah.



ABOUT THE REGION

Where the tropics meets savannah

Far North Queensland is where the tropics meet a rich mix of cultures, landscapes and history. Stretching from Cairns through Cape York Peninsula toward the Torres Strait, the region is known for its rainforests, rugged ranges and connection to the Great Barrier Reef and Wet Tropics. Agriculture and cattle grazing underpin the regional economy, while Indigenous cultures remain deeply rooted, with many Aboriginal and Torres Strait Islander communities maintaining traditions that have shaped this land for thousands of years.

The Northern Gulf spreads westward toward the Gulf of Carpentaria, blending open savannah plains, ancient geological formations and true outback character. It's a region defined by wide horizons, cattle country and waterways that come alive during the monsoon. Small towns, historic mining sites and iconic journeys like the Savannah Way give the area a slow, steady rhythm, offering an unpolished, authentic experience of northern Australia.



CROYDON SHIRE COUNCIL

Working in our team

Working with Croydon Shire Council means being part of a small, close-knit organisation where relationships, cooperation and community connection really matter. Staff engage daily with colleagues across all levels from managers to frontline teams and collaborate closely to keep essential services running smoothly.

The Council places strong emphasis on maintaining positive professional relationships, fostering trust and integrity, and contributing to a unified team culture.

The experience is also shaped by a commitment to serving the wider Croydon community. Employees interact with residents, government agencies, contractors and community groups, playing an active role in ensuring services are delivered efficiently and respectfully.

This focus on community service paired with responsibilities ranging from customer support to infrastructure, governance and compliance creates a workplace where people can see the real impact of their contributions every day.





POSITION SUMMARY

Senior Finance Officer

Job Title	Senior Finance Officer
Department	Finance
Award	Queensland Local Government Industry (Stream A) Award - State 2017
Award Classification	Division 2 - Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services) Level 5, Year 1 36.25hrs/ week, Remuneration to be negotiated – depending on skills, experience and qualifications
Position Type	Permanent up to 36.25hrs per week
Reports to	Director of Corporate Services

Position objective

To efficiently and accurately manage a broad range of Council's financial, payroll, accounting and administrative functions, ensuring compliance with legislative and organisational requirements. Provide high-quality customer service and professional financial support to internal and external stakeholders, while contributing to the effective operation, governance, integrity and continuous improvement of Council's finance services.

Accountabilities

- Ensure the timely and accurate reconciliation of Council bank accounts, including daily processing of online payments and financial transactions.
- Administer and maintain Council's receipting and banking systems, providing expert support to customer service staff on banking-related matters.
- Assist in the preparation and submission of statutory financial obligations, including Business Activity Statements (BAS) and other taxation reporting requirements.
- Process payroll accurately and in accordance with legislative, award and organisational requirements, ensuring employee records are maintained.
- Support the administration of superannuation, workers' compensation and payroll compliance activities.
- Oversee and maintain job costing, plant and stores systems, ensuring accurate reporting and financial integrity of operational activities.
- Coordinate accounts payable functions, ensuring invoices are accurately processed, compliant with GST requirements and paid within required timeframes.
- Maintain creditor records and purchase order systems to support sound financial governance and audit compliance.



POSITION SUMMARY

Senior Finance Officer

Continued

Accountabilities *continued*

- Manage accounts receivable activities, including invoicing, debtor management and debt recovery in accordance with Council policies.
- Administer Council's rates and charges functions, ensuring compliance with legislative requirements and accurate maintenance of rating records.
- Prepare and reconcile subsidy claims, contract work invoices, statutory levies and other financial returns within required deadlines.
- Maintain accurate corporate records and financial documentation in accordance with Council's records management policies and procedures.
- Provide professional financial advice, support and high-quality customer service to internal stakeholders, Councillors, ratepayers, government agencies and contractors.
- Contribute to continuous improvement, governance, workplace health and safety, cybersecurity awareness, compliance obligations and the efficient operation of the Finance Unit.

Council values

- **Excellence:** Commitment to delivering high quality services and outcomes for the community.
- **Collaboration:** Working together towards shared goals with colleagues, partners, and communities.
- **Inclusivity:** Valuing diversity and recognizing the contributions of all community members.
- **Integrity:** Treating everyone with honesty and integrity in all interactions.
- **Responsibility:** Encouraging accountability and taking responsibility for results and action.

These values guide the council's operations and decision-making processes to ensure the best interests of the community are served.

POSITION SUMMARY

Continued

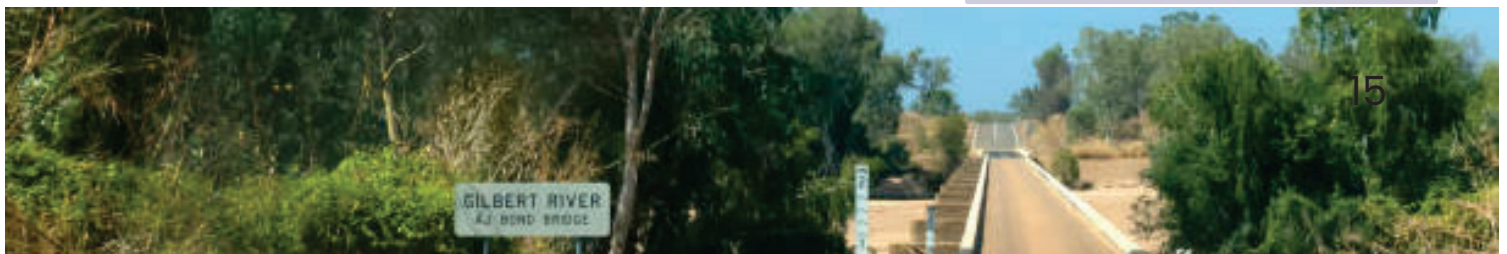
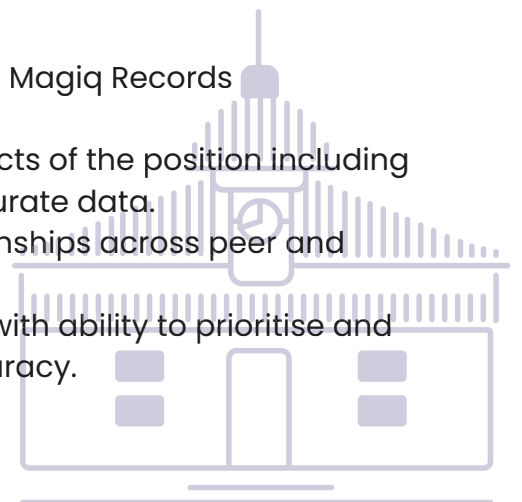
Senior Finance Officer

Key Performance Indicators

- Ongoing compliance with all statutory obligations, policies and procedures relevant to the position
- Meeting daily, weekly and fortnightly processing and accuracy targets
- Sound relationship with internal and external customers with a high level of customer service.
- Sound relationship with the Senior Management and the Chief Executive Officer.
- Promotion and positive representation of the finance unit, including maintaining a high standard of confidentiality.
- Compliant Records Management is adhered to for the secure protection of Corporate Records.
- Active participation in Council's Cybersecurity training and awareness
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.
- Performance of work and associated functions in a safe manner.
- Compliance with Croydon Shire Council's Work Health and Safety Management System.

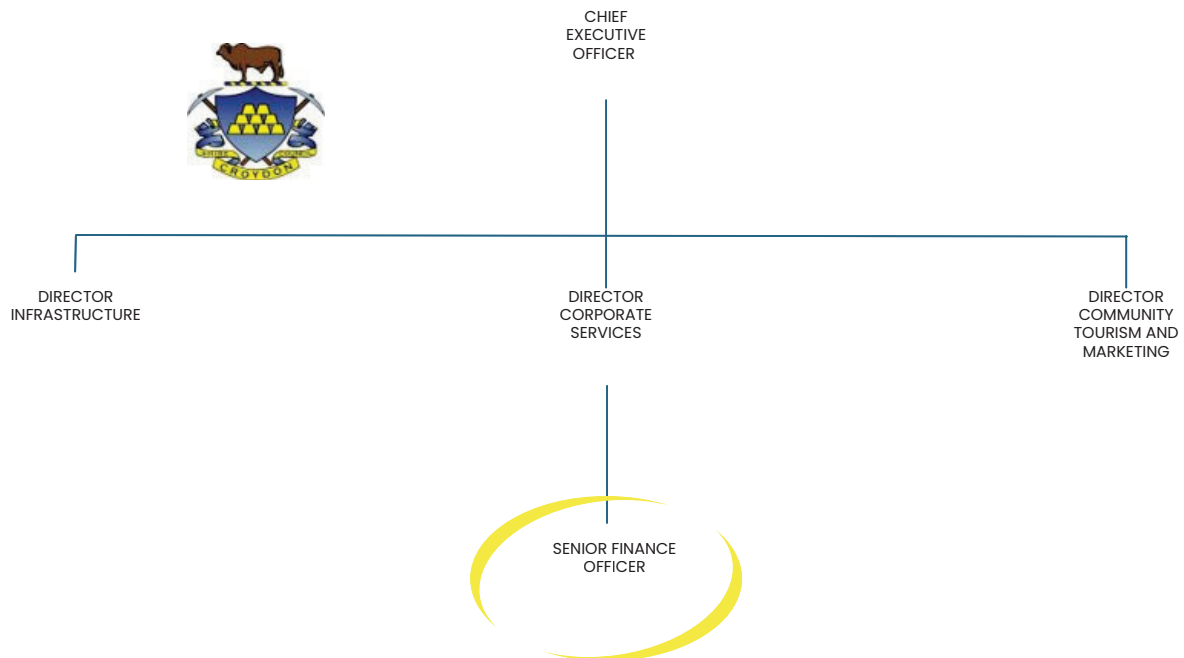
Selection Criteria

- Sound knowledge of financial procedures and principles across areas of responsibility.
- Experience leading a team.
- Experience in and understanding of Local Government.
- Intermediate Microsoft Office suite skills and EDRMS like Magiq Records Management system.
- Ability to learn and implement the administrative aspects of the position including correspondence, record keeping and maintaining accurate data.
- Ability to establish and maintain strong working relationships across peer and internal customer groups.
- Ability to implement time management skills coupled with ability to prioritise and apply attention to detail to achieve a high level of accuracy.
- Experience and knowledge in PCS – Practical software.



ORGANISATION CHART

Corporate Services Support Officer



PORTFOLIOS

Senior Leadership Team





APPLICATION PROCESS

Guidelines & information

Your application should include a resume detailing your employment history, qualifications and contact details, with relevant achievements under each position and at least two referees.

Please also submit a cover letter outlining your motivation for applying, and responses to the selection criteria in the position description.

All applications will be reviewed against the selection criteria, and suitable candidates will be shortlisted for interview. Panel interviews are typically held one to two weeks after applications close.

Shortlisted candidates may have their referees contacted, with your permission sought beforehand. The successful applicant may be required to undergo a National Police History Check, qualification verification and a pre employment medical.

Croydon Council respects your privacy. We operate under the National Privacy Principles set out in the *Privacy Act of 1988*. We won't share your information with any third party and your application will only be used for the purposes of undertaking this recruitment process.





Croydon Shire Council

*Thank
you!*

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