



Shire of
Pingelly

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FINANCE OFFICER

The Shire of Pingelly is seeking a motivated Finance Officer to join our team. This important role involves managing payroll, accounts payable and receivable, and providing high-quality customer service, including assisting with Department of Transport online licensing services. This is a full-time, permanent position.

This position is well-suited to a local candidate who demonstrates integrity, attention to detail, strong numeracy skills, and alignment with the Shire's values. Previous experience in an accounting or administrative role is desirable, but not essential.

We are looking for someone with:

- Has previous experience in administration or frontline customer service (experience in local government is a bonus, but not essential)
- Demonstrates strong attention to detail and integrity
- Has good time management skills, can work under pressure, use initiative, and stay organised
- Has good knowledge of cash handling and reconciliation procedures
- Can work in a supportive team environment with some flexibility in working days and hours
- Has good numeracy skills

A total salary package between \$61,344.06pa and \$73,727.34 will be negotiated, dependent on qualifications, skills and experience. This includes a cash salary of up to \$62,502pa, up to 17% superannuation, four weeks' annual leave and a 9 day working fortnight. Training will be provided as required.

Potential applicants are encouraged to contact Storm Nyssen, Governance and Executive Officer on (08) 9887 1066 to discuss the position requirements and opportunities for this exciting position. Applications must comply with the *Essential Information for Prospective Applicants -Application Instructions*. This document and the Position Description are available on the Shire's website [here](#).

Applications must be received by 4:00pm Monday 10 November 2025.

Andrew Dover
Chief Executive Officer

