



Croydon Shire Council

POSITION VACANT **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 **Finance Officer** plays an important role in supporting Council's financial operations and delivering excellent service across the organisation. Working closely with the Director Corporate Services and Senior Finance Officer, the position is responsible for the accurate processing of accounts payable, accounts receivable, payroll and job costing activities. The role also provides administrative support, maintains high standards of compliance and record keeping, and assists internal and external stakeholders with professionalism and care. Through strong attention to detail and a collaborative approach, the Finance Officer contributes to the efficient and effective delivery of Council services

What you bring:

- Brings strong financial administration skills with excellent accuracy and attention.
- Delivers professional customer service and builds positive stakeholder relationships effectively.
- Demonstrates sound knowledge of payroll, accounts, compliance and records management.
- Manages competing priorities efficiently while maintaining high standards and deadlines.
- Contributes a proactive, team-focused approach with commitment to continuous improvement.
- Takes pride in delivering accurate work whilst maintaining confidentiality at all times.
- Brings a positive attitude, adaptability and willingness to support colleagues.

What We Offer

- Great base salary from \$71,800 salary (above award) subject to experience
- Locality Allowance up to \$6,700 per annum
- Low cost accommodation provided for you and your family.
- Up to \$3,000 to support relocation and Free annual gym membership
- Flexibility and work life balance with zero commute and a 9 day fortnight.
- A supportive team environment within a vibrant rural community and
- Total package value up to \$91,700.

How to Apply

Submit your **cover letter, resume, and two references** by **4 pm, 28 September 2026** to:

Email: admin@croydon.qld.gov.au

For more information contact Stephen Frost – Director Corporate Services (07) 47487100 or sfrost@croydon.qld.gov.au or to access the Position Description, visit the Council website or contact Human Resources on (07) 4748 7100 or hr@croydon.qld.gov.au.

Jacqui Cresswell
Chief Executive Officer

10 September 2026