



Finance Officer – Accounts Payable / Payroll

Location: MidCoast NSW

Looking for more than just your next job?

Join a team that's helping shape the future of the MidCoast while enjoying the perfect balance of meaningful work and an exceptional lifestyle on the [Barrington Coast](#). Here, your contribution matters – to your community, your team, and your own future.

The Opportunity

Play an important role in keeping Council's financial operations running accurately and efficiently.

As Finance Officer, you will be responsible for processing supplier payments, maintaining Accounts Payable records, reconciling supplier accounts and resolving payment-related issues.

You will also provide trained relief support to the Payroll team during planned absences and busy periods. This is a varied role that combines financial administration, systems work, customer service and the opportunity to develop broader experience across Council's Finance team.

In this role, you will:

- Process and raise supplier payments through Council's Accounts Payable system.
- Check invoices for accuracy, appropriate authorisation, correct coding and GST treatment.
- Confirm supplier ABNs and ensure invoices meet GST requirements.

- Reconcile supplier statements each month.
- Maintain accurate supplier records, including GST status and bank account details.
- Produce and distribute outstanding orders reports for follow-up.
- Assist with the reconciliation of Accounts Payable control and suspense accounts.
- Liaise with suppliers and Council staff to resolve documentation, authorisation and payment issues.
- Provide trained relief support for routine Payroll processing.
- Check timesheets and other payroll inputs for completeness, authorisation and timely submission.
- Assist with routine payroll enquiries and provide pay advices or employment forms as directed.
- Escalate discrepancies and non-routine matters to the Payroll team.
- Assist with testing Finance system upgrades affecting Accounts Payable and Payroll.
- Respond to enquiries professionally and within required timeframes.
- Maintain confidentiality and accuracy when dealing with financial and employee information.

What you'll bring

You will be organised, accurate and comfortable working with financial systems, procedures and deadlines.

You will also have:

- Relevant tertiary qualifications, with a Certificate IV in Accounting or Finance viewed favourably.
- Experience processing and recording financial transactions in an accounting or finance environment.
- Experience completing reconciliations and preparing routine financial reports.
- Accounts Payable experience, preferably in a medium or large organisation.
- The ability to undertake, or quickly learn, routine Payroll duties.
- The ability to apply GST requirements, policies and established procedures.

- Strong data entry skills and a high level of accuracy.
- Experience providing quality customer service to internal and external customers.
- Experience using Microsoft Office, particularly Excel, and financial management systems.
- The ability to work collaboratively and build constructive relationships.

What we offer?

We are committed to the growth of our employees and have a range of benefits available to support wellbeing and career development. [Click here to find out more.](#)

Looking to relocate? From housing and transport to community connections and personalised support – discover a range of local services designed to make your move to the MidCoast region easier. [Learn more here.](#)

Salary: Commencing salary circa \$68,000p.a. plus superannuation.

Location: This position will be based at our Administration Centre in Yalawanyi Ganya at 2 Biripi Way, Taree. You may also be required to be based from other Council sites across the MidCoast Council region.

Tenure: Permanent, Full Time.

Closing date: Sunday, 25 October 2026 at 11:00 pm.

For questions relating to the position requirements please contact David Roach – Financial Operations and Compliance Coordinator who is the hiring manager for this role. David can be reached on (02) 7955 7685 or at david.roach@midcoast.nsw.gov.au.

For enquiries regarding the application process contact Corinne Matlwaski, Human Resources Business Partner who is the HR representative for this role. Corinne can be reached on (02) 7955 7275 or at corinne.matlawski@midcoast.nsw.gov.au.

How to apply:

- When responding to the questions below, please include detailed and relevant examples of your skills and experience. Using the STAR method can help you prepare clear and concise responses using real-life examples. For more information regarding the STAR method, [please click on this link.](#)
- Please avoid using AI to generate responses to answer the questions in your application.

- You have the option to save your application prior to submitting, however please ensure you don't forget to submit your application before the closing date.
- Click the "NEXT" button at the bottom of the application form to attach your resume. We recommend using Pdf formatting where possible.
- Attaching a Cover Letter is not a requirement of the application process. However, there is an 'optional field' to attach a Cover Letter, if you wish to do so.
- We will be in touch via email.

Our organisation

At MidCoast Council our people are our most important resource and we believe that we can only reach our full potential when you reach yours. This is the place for those who seek to play a role in the community and have an enthusiasm to learn and grow. Here you can make a real difference.

Our community is our customer and is at the centre of everything we do. We value, support and empower our people to deliver positive results for our community.

Right now, we are investing heavily in our organisation, and our people. Our Administration Centre is a state-of-the-art facility designed to inspire innovation, creativity and collaboration. The building has been named 'Yalawanyi Ganya' which means "sitting/meeting place" in the Gathang language of the indigenous people across the MidCoast Region.

About the MidCoast Region

From lakes and estuaries to white sandy beaches to world heritage mountain wilderness, the MidCoast region offers an attractive lifestyle for everyone. Our community is characterised by its welcoming attitude, growing economy and natural beauty. These are the pillars of the quality of life we value.

Our commitment

At MidCoast Council we are committed to providing equal employment opportunities. Our aim is to provide all of our staff with an inclusive, safe and healthy working environment. We never discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age or marital, veteran or disability status. If you have a disability and need to request any adjustments to assist with the application process, or to discuss workplace adjustments you may require, please contact the HR representative.

Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.

We respectfully ask that recruitment agencies do not contact us at this stage.