



City of
Kalgoorlie
Boulder

Position Description

Position Title: Senior Officer Finance

Position Details

Position Number	1216
Position Classification	Level 6/1 – 6/7
Status	Permanent – Full Time
Directorate	Executive Advisory Group – Finance
Work Location	Administration Building
Reports To	Financial Accountant – Commercial
Supervisory Responsibility	No direct/indirect supervisory responsibilities

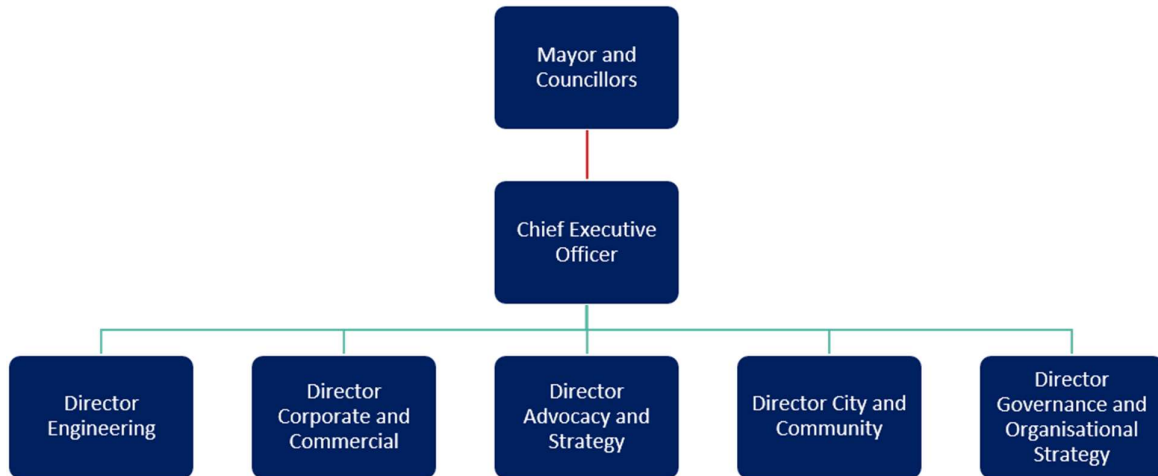
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible to provide assistance to Treasury and Debtors team to achieve deadlines.

Position Accountabilities

Key accountabilities

- Ensure daily receipting occurs within for all City bank accounts other than Muni and business units accounts.
- Prepare bank reconciliations for Muni bank account.
- Prepare weekly / monthly cashflow forecasting.
- Complete monthly BAS.
- Complete monthly BSL & CTF reconciliations and invoicing.
- Monitor and review investments/ Trust fund balances.
- Complete monthly Reserves reconciliations.
- Complete monthly credit card reconciliations, provide training to cardholders and users of the City's credit card system.
- Assist and educate wider organization with treasury compliance.
- Ensure fortnight, month and year end processes are carried out in accordance with departmental deadlines.

Key Performance Indicators

- Action and/or respond to incoming correspondence in mailboxes and in-trays within 2 business days
- Reconciliation of cash from all business units by working day 2.
- Completion of bank receipting for bank accounts other than Muni and business units bank accounts by working day 1.
- Completion of bank reconciliations for Muni bank account by working day 4.
- Completion of BAS by ATO deadlines monthly.
- Improve debt collection, with prioritizing 60+ day debt for recovery, to reduce 90 day+ debt.
- Completion of monthly 90 days reports with comments and 90 days graphs with comparing last financial year and period.
- Maintain accurate data entry minimal errors.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Completion, or working towards a Degree in Accounting or Finance is highly desirable.
- Sound analysis and problem-solving skills with attention to detail and accuracy.
- Working knowledge and practical experience in accounting functions.
- Intermediate/Advanced computer skills and knowledge of Microsoft Office Suite.
- Excellent time management skills and the ability to meet deadlines.

- Strong team player with proven ability to work autonomously with initiative.
- High level of presentation, written and verbal communication and excellent interpersonal skills with an ability to liaise effectively with internal and external customers.
- Demonstrated ability to handle private, confidential and sensitive information.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

