



Position Description

Finance Officer

Overview	
Position title	Finance Officer
Location	Albany WA
Contract type	Permanent
Employment status	0.6 FTE
Remuneration	Gross salary up to \$85,000 plus superannuation, pro-rata for FTE
Team	Business Services
Approval	Chief Executive Officer, 27 th October 2026

Relationships	
Reports to	Manager Business Services
Direct reports	Nil
Internal	Business Services and Operations staff
External	Stakeholder

Position summary and purpose

The Finance Officer is a member of the Business Services team and is responsible for managing the daily financial operations, including bookkeeping, accounts payable, accounts receivable, payroll, bank reconciliations, and end-of-month requirements.

Key responsibilities and duties

Key duties and responsibilities include:

- Provide financial support to all staff
- Processing Accounts payable
- Processing Accounts receivable
- Processes Payroll function
- Completes the monthly bank reconciliations and administration
- Ensure the accurate and timely management of all finance records
- Assists the Financial Controller with the preparation of BAS
- Assists the Financial Controller with month end processes and checklists
- Provide a high-level internal and external customer service
- Assist other staff in Business Services, including answering finance-related queries.
- Other duties as required



Requirements for success in this role – selection criteria

Skills, knowledge, experience, qualifications and/or training	
Essential	Practical experience in a bookkeeping/finance officer or related position
	Knowledge of and proven payroll experience
	Advanced IT and Administration skills, including a sound understanding of Finance software
	Demonstrated ability to provide quality customer service
	Good communication skills and ability to work as part of a high-functioning team.
	Proven ability to maintain a high level of confidentiality
	Sound time management and attention to detail.
Desirable	Certificate III or IV in Bookkeeping
	Experience using ApprovalMax and/or Employment Hero payroll

Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organization's policies, procedures, and safe work practices, for the safety of themselves and others.