



FINANCE MANAGER Permanent Local Government Position

Are you a highly skilled and competent finance professional looking for a role that offers more than just processing transactions?

Paroo Shire Council is inviting top talent to step into the pivotal role as our new Finance Manager, where your precision, expertise, and leadership will directly impact our community's financial sustainability and future growth.

This is a full-time role located in Cunnamulla, South West Queensland. As the Finance Manager, you will play a crucial role assisting in maintaining the financial health and strategic direction of Council's Strategic Plan. Reporting directly to the Director Corporate Services, you will oversee all financial operations and provide valuable insights to drive business growth.

Your personal qualities such as willingness to learn, commitment and enthusiasm will be key to success in this role. These qualities, along with good communication and people skills, will help you forge strong relationships, build trust, collaborate and work effectively as part of a team to enhance awareness and community engagement.

We offer the opportunity to make a visible contribution to a growing regional area with a strong focus on professional development and career progression within local government finance. The Council has a clear roadmap for financial improvement, and you will be a key part of delivering that strategy.

We have a relatively new CEO, who is a former Big 4 partner. Together with the Director Corporate Service, he will challenge you to deliver work to the highest possible professional standards in a supportive and inclusive environment. We will invest in your development if you are willing to commit to grow with the Council.

Apply now to join our dynamic team as the Finance Manager at Paroo Shire Council.

We will be moving forward quickly to interview stage with selected candidates.

Go to our career page at [Employment Vacancies – Paroo Council](#) for more information and/or call our HR Manager Denise O'Brien 07 4655 8400 / M 0477 672 061 or simply email Denise: hr@paroo.qld.gov.au

Applications close Friday 1st March 2026, although Council reserves the right to close applications early if a suitable candidate can be identified. So please do not delay in applying.



POSITION DESCRIPTION FINANCE MANAGER

Position Number:	TBA	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award State 2017		
Certified Agreement:	Paroo Shire Council: Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	Negotiable	Employment Type:	Permanent
Department / Team:	Corporate Services		
Reports to:	Director Corporate Services	Supervision:	

Our Values

In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following core values:

**Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment,
Safety and Commitment**

Position Objectives

As the Finance Manager at Paroo Shire Council, you will play a crucial role assisting in maintaining the financial health and strategic direction of the Council to achieve long term Financial Sustainability. Reporting directly to the Director Corporate Services, you will oversee all financial operations and provide valuable insights to drive organisational growth.

Your Core Mandate

- **Strategic Insight:** Provide crucial financial advice and analysis to the Corporate Services Director and managers, enabling informed decision-making across the entire organisation.
 - **System Leadership:** Drive process improvements and system enhancements within the enterprise financial system.
 - **Audit & Compliance Mastery:** Play a central role in both internal and external audit processes, ensuring impeccable compliance with regulatory standards.
 - **Complex Case Management:** Oversee difficult and sensitive inquiries related to debt recovery and rates, requiring high-level communication and negotiation skills.
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Key Responsibilities

- Lead and mentor the Finance Team and oversee the day-to-day operations of accounts payable, accounts receivable and creditor functions, ensuring adherence to accounting and internal control requirements, policies and procedures.
- Prepare and monitor Council budgets and operational plans to track their progress.
- Prepare monthly financial reports for Council's General Meetings in line with organisation and legislative requirements.
- Prepare Council's Annual Financial Statements ensuring compliance with legislation.
- Prepare statutory returns for Australian Bureau of Statistics, Department of Housing, Local Government and Planning, Grants and Grants Commission and the Australian Taxation Office.
- Manage Fringe Benefits Tax returns, BAS and related matters.
- Monitor the cash flow of the Council and ensure the cash requirements are met.
- Undertake debtor management and cost control measures.
- Maintain the integrity, maintenance and updating of the Council's Accounting and Finance systems.
- Prepare Subsidy and Grant Financial Acquittals.
- Prepare, monitor and deliver financial records in line with organisational requirements, including returns and reconciliations.
- Collaborate with stakeholders to collect relevant data and provide support and information on Finance matters as needed, with a high level of customer service when responding to enquiries.
- Collaborate with the Director of Corporate Services, Project Managers and Project Leaders, as required, to establish, set and monitor procurement timelines for major tenders and procurement projects.
- Collaborate with the Procurement Coordinator and assist the Finance Team to ensure compliance in areas of procurement to enable prompt payment of suppliers.

Qualifications, Compliance and Skills

Essential

- Tertiary qualification in accounting which is recognised by Australian Professional Accounting bodies and a minimum of 3 years' experience in an accounting role, preferably within local government.
- Tertiary qualifications and/or training in Management.
- Experience with Practical Plus Finance System.
- 'C' Class Queensland Drivers Licence or higher.
- Demonstrated well-developed written, verbal and interpersonal communication skills.
- Advanced skills in Microsoft Office suite and the use of accounting software or similar.
- Demonstrated well-developed analytical, conceptual and problem-solving skills in accounting and financial management information systems, maintaining a strong attention to detail.
- Demonstrated experience in the formulation, control and reporting of annual budget and ability to prepare Council's end of financial year accounts and reporting documents.
- Demonstrated ability to build and manage internal and external stakeholder relationships and handle complex matters effectively, while maintaining confidentiality and a high level of customer service.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to stakeholders in a deadline focused environment.
- Experience leading a small team.
- Experience working in a remote, rural or Local Government environment.
- Pre-Employment Health Assessment and National Police Check prior to appointment.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.
- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by line management within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name:		
Employee Signature:		Date: _____

I Authorise and Approve this Position Description: Finance Manager signed by:

M. Leech

6 February 2026

Martin Leech - Chief Executive Officer

Date