

Position Details	
<b>Position Title</b>	Senior Finance Officer
<b>Employment Type</b>	Permanent Full-time
<b>Location</b>	Thursday Island
<b>Minimum Award/Classification</b>	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 5.1
<b>Maximum Award / Classification</b>	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 5.3
<b>Roster Pattern</b>	19-day month
<b>Position Summary</b>	<p>Senior Finance Officer Salary Range: \$88,071.36 - \$91,063.44 Location: Thursday Island Close Date: 16/02/2026</p> <p>Reporting to the Finance Manager this key position is responsible for ensuring the effective delivery of Council's day-to-day financial operations, including oversight of creditors, debtors, revenue, and cash handling functions. The role provides technical expertise, supervision, and quality assurance across finance support activities, ensures compliance with legislative and policy requirements, and contributes to accurate financial reporting and continuous improvement.</p> <p>The individual we are seeking will be a highly motivated team player working proactively in a busy work environment. You must be able to work autonomously as well as within a team and you will need to be a Thursday Island Resident as housing is not supplied.</p> <p>Ideally, the successful applicant will need to have:</p> <ul style="list-style-type: none"> <li>• Three (3) years previous Accounts Payable, Accounts Receivable, Cash Handling and Reconciliation experience.</li> <li>• Advanced proficiency in accounts payable and receivable processes, including invoice coding, three-way matching, payment runs, and reconciliations.</li> <li>• The ability to review, approve, and quality-assure financial transactions, ensuring compliance with internal controls, delegations, and local government legislation.</li> <li>• Strong knowledge of GST, statutory payment obligations, and debt recovery practices.</li> <li>• Experience in cash handling, EFTPOS processing, daily balancing, and banking reconciliations.</li> <li>• Competence in financial reporting, month-end and year-end processes, journals, accruals, and audit preparation.</li> <li>• Proficiency in working within a financial management system and maintaining data integrity across systems and databases.</li> <li>• The ability to analyse financial data, identify anomalies, and implement corrective actions.</li> <li>• Experience in supervising, mentoring, and providing technical guidance to finance support staff.</li> <li>• The ability to develop and implement process improvements to enhance efficiency and compliance in finance operations.</li> <li>• Strong skills in preparing financial schedules, reports, and documentation for internal and external stakeholders.</li> </ul>

<p><b>How to apply</b></p>	<p>For a complete list of key duties, responsibilities, and selection criteria, please download the position description for this role from Council's website.</p> <p>In return, we offer the following benefits:</p> <ul style="list-style-type: none"> <li>• A supportive team environment</li> <li>• A 19-day working month</li> <li>• Six (6) weeks of annual leave</li> <li>• A 12% superannuation contribution</li> <li>• Annual leave loading</li> <li>• Locality Allowance</li> <li>• Remote Travel Allowance paid annually each November on pro-rata basis.</li> <li>• Subsidised health and well-being memberships (gym/swimming pool)</li> <li>• Ongoing opportunities for learning and development</li> </ul> <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Be a permanent resident of Australia</li> <li>• Be an Australian citizen</li> <li>• Have an entitlement to work visa</li> </ul>
<p><b>Selection Criteria</b></p>	<p><b>Note:</b> Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>Address your application to the <i>Human Resources Manager</i> and email to <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> <li>• A copy of your résumé</li> <li>• A cover letter addressing the key selection criteria</li> </ul> <p>Please address the following selection criteria in your application.</p> <p><b><u>Note: Applications not addressing the full selection criteria will not be considered.</u></b></p>
<p><b>Pre-Employment Assessment</b></p>	<ol style="list-style-type: none"> <li>1. Demonstrated experience in a finance or accounting support role, with at least three (3) years' experience across finance-related functions such as debtors, creditors, and/or payroll.</li> <li>2. Experience in overseeing and managing finance operations, including accounts payable, accounts receivable, cash handling, reconciliations, and financial reporting, all with a high level of accuracy and compliance.</li> <li>3. Sound understanding of GST requirements, statutory payment obligations, and internal control frameworks, with the ability to ensure compliance and support audit processes.</li> <li>4. Proven ability to supervise, mentor, and provide technical guidance to staff, including workload allocation, quality assurance, and development of team capabilities.</li> <li>5. Demonstrated ability to analyse financial data, identify discrepancies or risks, and implement effective corrective actions or process improvements.</li> <li>6. Proficiency in the use of a financial management system, and Microsoft Office applications, with the ability to maintain data integrity and produce accurate financial reports and schedules.</li> <li>7. Demonstrated ability to manage competing priorities, meet deadlines, maintain confidentiality, and act with integrity while working independently and collaboratively within a finance team.</li> </ol> <p>Desirable</p> <ol style="list-style-type: none"> <li>1. Local Government experience.</li> </ol>

	<p>As part of the selection process, applicants may be required to undertake some or all the following pre-employment assessments/checks:</p> <ul style="list-style-type: none"> <li>• Pre-employment medical, which will include a functional capacity assessment and may include a drug and alcohol test</li> <li>• National police/criminal history check</li> <li>• Numeracy and literacy assessment</li> <li>• Computer skills assessment</li> <li>• Qualification/licence verification</li> <li>• <i>Right to Work in Australia</i> check</li> <li>• Psychometric testing</li> </ul>
<b>Contact Person</b>	Torres Shire Council Human Resource Manager
<b>Contact Number</b>	0418 619 329
<b>Contact Email</b>	<a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>
<b>Closing Date</b>	<p>5pm, 16/02/2026</p> <p>Please ensure your application is submitted before this time as we do not accept late applications.</p>