

Position Details	
Position Title	Finance Support Officer
Employment Type	12- Month Contract
Location	Thursday Island
Minimum Award/Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.1
Maximum Award / Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.4
Roster Pattern	19-day month
Position Summary	<p>Finance Support Officer Salary Range: \$81,637.40 - \$86,476.52 Location: Thursday Island Close Date: 16/02/2026</p> <p>Reporting to the Senior Finance Officer, and Finance Manager this is a 12-month contract position. The position is responsible for ensuring all financial and associated administrative, and customer service activities are performed in compliance with relevant legislation, regulations, standards, and Council policies applicable to Queensland local government operations</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:</p> <ul style="list-style-type: none"> • Have three (3) years previous Accounts Payable, Accounts Receivable, Cash Handling and Reconciliation experience. • Have strong knowledge of GST, statutory payment obligations, and debt recovery practices. • Have the ability to use or learn how to use Council's Financial systems. • Have excellent organisational skills and the capacity to plan workload, manage multiple tasks concurrently, achieve set goals, and meet strict deadlines within a dynamic environment. • Have strong written and verbal communication skills, with the ability to present information clearly, negotiate effectively, and maintain a professional telephone manner. • Have high-level interpersonal, leadership and team building skills for engaging effectively with diverse community members, stakeholders, and internal teams. <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"> • A supportive team environment • A 19-day working month • Six (6) weeks of annual leave • A 12% superannuation contribution • Annual leave loading • Locality Allowance • Remote Travel Allowance paid annually each November on a pro-rata basis • Subsidised health and well-being memberships (gym/swimming pool) • Ongoing opportunities for learning and development

<p>How to apply</p> <p>Selection Criteria</p> <p>Pre-Employment Assessment</p>	<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"> • Be a permanent resident of Australia • Be an Australian citizen • Have an entitlement to work visa <p>Note: 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 employment@torres.qld.gov.au.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> • A copy of your résumé • A cover letter addressing the key selection criteria <p>Please address the following selection criteria in your application.</p> <p><u>Note: Applications not addressing the full selection criteria will not be considered.</u></p> <ol style="list-style-type: none"> 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. 2. Proven experience administering creditor and debtor accounts, using appropriate GST treatments according to legislation. 3. Demonstrated experience in cash handling, Eftpos processing, daily balancing, banking, and reconciliation, with a high level of accuracy and accountability. 4. Experience using financial management software, with the ability to quickly learn and adapt to Council-specific systems. Demonstrated intermediate computer skills in Microsoft Word, Excel, databases, email, and internet applications. 5. Well-developed numeracy and literacy skills, with proven ability to maintain accurate financial records, prepare reports, and manage data with a high level of attention to detail. 6. Demonstrated ability to communicate clearly and professionally with internal and external stakeholders, including responding to customer enquiries regarding accounts and payments. 7. Ability to work autonomously and as part of a team, prioritising workloads and meeting deadlines. 8. Demonstrated ability to handle confidential and sensitive financial information with discretion, integrity, and professionalism. <p>Desirable</p> <ol style="list-style-type: none"> 1. Local Government experience. <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"> • Pre-employment medical, which will include a functional capacity assessment and may include a drug and alcohol test • National police/criminal history check • Numeracy and literacy assessment • Computer skills assessment • Qualification/licence verification • <i>Right to Work in Australia</i> check • Psychometric testing
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Contact Person	Torres Shire Council Human Resource Manager
Contact Number	0418 619 329
Contact Email	employment@torres.qld.gov.au
Closing Date	5pm, 16/02/2026 Please ensure your application is submitted before this time as we do not accept late applications.