

## Position Vacant

Job Title: **Financial Accountant**  
Work type: Full time position  
Department: Corporate Services  
Location: Cairns  
Pay range: \$110,000.00 - \$120,000.00 per annum + superannuation and allowances, dependant on experience

### About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

### About the Role

#### **This role is based in Cairns with occasional travel to Aurukun.**

Reporting to the Finance Manager the purpose of this position is to manage the Council's financial reporting requirements and to identify and implement efficiencies to Council's financial processes.

### Key Accountabilities

#### Financial Reporting

- Maintain Council's financial records in accordance with statutory requirements
- Preparation of monthly Investment Portfolio report
- Ensure month end journals are completed for month end reports
- Preparation of annual financial reports in accordance with statutory requirements
- Daily Bank receipting
- Preparation of external reporting, including but not limited to FBT, GST, routine project/grant acquittals
- General Ledger reconciliations as required
- Assist with Council's Budget process as required
- Liaise with auditors as required

#### Asset Accounting

- Maintain Council's Asset Register in accordance with statutory requirements
- Recording of depreciation in financial records in a timely manner
- Liaise with relevant Council staff to ensure register is accurately updated

- Liaise with external asset valuers to ensure register meets statutory requirements

#### Financial Process and Procedures

- Identify and implement potential efficiencies in financial processes and procedures.
- Document financial processes and procedures
- Provide assistance and/or training to Council staff in Aurukun on financial procedures as required.

#### Other

- Identify any skill shortages within Finance in conjunction with Finance Manager.
- Liaise with external Government agencies as required to ensure Council's obligations are met
- Liaise with external suppliers, as required, to ensure the smooth running of Council's business
- Other duties as directed by the Finance Manager.

#### **Qualifications, Skills and Attributes**

1. Minimum 5 years related work experience in accounting in a supervisory role
2. Minimum qualification Bachelor of Accounting or equivalent
3. Studying towards CPA or CA professional qualification (desirable)
4. Computer literacy particularly in Accounting software, and Microsoft Office Suite of programs
5. Ability to work independently and as part of a team to achieve positive outcomes
6. Working knowledge of legislation as it relates to Local Government Act and Regulations, Taxation (GST, FBT) and Accounting Standards
7. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people.
8. A high level of commitment to interact positively in a remote Aboriginal community
9. Must be able to travel to Aurukun as required
10. Strong interpersonal and communication skills with ability to negotiate, conflict manage and diffuse volatile situations
11. Current C class Manual driver's Licence desirable
12. Understanding of legislation, or ability to acquire legislative knowledge of Aurukun Shire Council Local Law

#### **Benefits**

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$110,000 to \$120,000 per annum plus superannuation and allowances, dependant on experience.
- 5 weeks annual leave, 3 weeks personal leave per year
- Access to our Employee Assistance Program (EAP)

**How to apply**

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)

Applications close 4pm Tuesday 24 February 2026.

**Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date.** Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email [hrmanager@aurukun.qld.gov.au](mailto:hrmanager@aurukun.qld.gov.au)