



Payroll & Finance Officer

The Shire of Koorda is seeking a motivated and community-minded Payroll & Finance Officer to join our small, supportive team. This diverse role is ideal for someone who enjoys variety in their workday, values accuracy, and thrives in a collaborative environment.

In this role, you will play a crucial part in ensuring the smooth operation of our payroll and employee record management, finance, rates and administrative functions. Your primary objective is to deliver accurate and timely fortnightly payroll and to deliver exceptional customer service while ensuring the accurate recording, receipting, and input of financial and administrative data. You will assist and provide relief support across creditors, debtors, and bank reconciliation duties. The position is well-suited to someone who is enthusiastic, reliable, highly organised, and ready to contribute to a collaborative team environment.

Who we are:

The Koorda Shire is in the north-eastern Wheatbelt about 240km from Perth and half an hour driving from nearby towns. The predominate industry is agriculture (wheat and sheep) and the main town includes a primary school, free-of-charge swimming pool, supermarket, community gym and thriving sports community.

What you get:

The total remuneration package is up to \$88,067.

It comprises a base salary of \$74,633 and superannuation up to 24% with a \$400 clothing allowance and \$50/week rent assistance.

The position also has the option of a Shire house with employee rent at \$150-180 per week – house dependant.

Work hours are 8am to 4.30pm weekdays with 22 days annual leave and a rostered day off every four weeks.

If you're looking to build a career in local government payroll, finance and administration and want to be part of a friendly rural community, this is an excellent opportunity. Take a look at the application package on the Shire's website at <https://www.koorda.wa.gov.au/council/employment-vacancies.aspx> - which outlines the position and lists the core duties and benefits.

We value diversity and are committed to providing an inclusive work environment where everyone is treated fairly and with respect. As an equal opportunity employer, we encourage applications from all backgrounds.

Applications close at 3.00pm Thursday, 12 November 2026.

Your application should include a covering letter, resume detailing your relevant experience, qualifications and skills and contact details of referees and sent to ceo@koorda.wa.gov.au

For a confidential discussion or further information please contact Shire CEO Zac Donovan via email ceo@koorda.wa.gov.au.

Canvassing of Shire elected members or existing staff will disqualify the application.