



Position Vacant – Finance Officer

Love numbers, thrive on detail, and want to make a real impact in your community? Kyogle Council is on the hunt for a proactive and switched-on Finance Officer – Revenue to help drive the engine behind our rates, water billing, and debtor systems.

- Generous salary **above award up to \$78,031.20** dependant on experience
- Flexible working arrangements, **35 hours per week, 9 day fortnight**
- Play a key role in supporting essential services across our community

About Us

At Kyogle Council, we are committed to meeting the challenges of our unique and diverse region. We take pride in serving our community by maintaining and enhancing essential infrastructure. Join us as a Finance Officer to contribute to the ongoing success of our operations.

Position Overview

As our Finance Officer – Revenue, you'll support the Revenue Co-ordinator in managing Council's rates, water and sewer billing, and debtor systems. This is a hands-on role where accuracy, accountability, and teamwork are key.

What You'll Be Doing

You'll be right at the heart of our finance operations:

- ❖ Assist with rating and debtor functions
- ❖ Generate and process water, trade waste, and debtor accounts
- ❖ Manage direct debits, receipting (BPAY, AusPost, deposits)
- ❖ Coordinate debt recovery and liaise with solicitors and agents
- ❖ Update property and valuation data
- ❖ Support customer service and step into other finance roles when required
- ❖ Ensure compliance with Council policies and workplace safety standards

What We're Looking For

We're after someone who knows their way around finance and admin but also brings the right attitude to the table. You'll have experience in a clerical or accounting role, be confident working with systems and reconciliations, and understand the fundamentals of accounting.

Just as important, you're reliable, detail-focused, and take pride in getting things right. You communicate clearly, work well with others, and handle sensitive information with integrity. If you can juggle competing priorities, support your team, and deliver on time, you'll fit right in. Bonus points if you've worked in local government or know your way around debtor systems.

Join Our Team:

Ready to level up your finance career and make a real difference where it counts? We want to hear from you. If you're a detail-driven finance professional who thrives on accuracy, teamwork, and keeping things running smoothly behind the scenes, this is your moment.

To apply, please submit a cover letter explaining how your skills, experience, and qualifications make you a great fit for this position, along with your current resume. Send your application by email HumanResources@kyogle.nsw.gov.au or by post, marked "Confidential," to the Human Resources Manager, Kyogle Council, PO Box 11, Kyogle, NSW 2474.

Applications received that do not have a cover letter addressing your skills, experience and qualifications will not be assessed. Applications will be assessed as they are received.

Kyogle Council is an equal opportunity employer and encourages applications from people from diverse backgrounds and experiences, people living with disabilities and indigenous Australians.

Applications close **4pm Friday 15 May 2026**