



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

Manager Finance

Application Package

beilby
downing
teal.

About the Shire of Irwin

The Shire of Irwin is an inviting coastal community with a population of approximately 3,800 residents located on the picturesque Batavia coast of Western Australia. This breathtaking area spans over 2,223km and combines a spectacular blend of coastal and rural landscapes to create a one-of-a-kind, unforgettable experience. Forming the urban area of the Shire of Irwin are Dongara and Port Denison, the twin towns, are located on the massive Arurine Bay beside the Irwin River and are 60 km south of Geraldton and 360 km north of Perth. Once you feel the magical pull of the Shire, you'll never want to leave.

Community

The Shire of Irwin is outfitted with an impressive array of essential facilities that proudly serve the community. The list is always growing but it currently includes:

- District high school
- Recreation Centre
- GP medical centre
- Nursing home care units
- Pathology
- Public hospital facility with emergency services
- St John Irwin ambulance
- The transfer station
- And other various local businesses

Activities

There are plenty of community and sporting groups that provide fantastic opportunities for people of all ages to get involved. The Shire of Irwin has a recreation centre with 24/7 gym facility and provides various activities that focus on your well-being. Youth activities include a newly refurbished skate park and pump track and after a good physical workout, relax and take in a movie at the Dongara-Denison Drive-In during the warmer months.

Events

Whether you're visiting or you live here, the Shire is home to more than a few amazing annual events that are always exciting for tourists and locals alike!

Tourism

With plenty of cafes and restaurants, caravan parks and camping grounds available, the Shire of Irwin commands a spectacular blend of beautiful beaches and hearty agriculture. This slice of paradise is home to a plethora of attractions guaranteed to have something for everyone from surfing to nature walking trails along the Irwin River.

Industry

Dongara-Port Denison is historically known for its lobster fishing industry and broadacre farming. Nowadays, the region has evolved into diverse industries that include oil and gas production/exploration offering plenty of employment opportunities.

Development

There are several development opportunities within the Shire of Irwin, with the primary focus now being set on green energy. Not only is this an opportunistic time to join the Shire, but it's also guaranteed to be exciting. With one look at the Shire of Irwin, you'll see how well it's positioned for growth within a fast-growing and highly sustainable environment.

Vision

A safe place to live, an exciting place to visit and a progressive place to work.

Mission

Delivering excellence in service, driving growth and building strong relationships – we are open for business.

Climate

During the summer months, the mornings are perfect to head down the beach before the afternoon sea breeze comes in. The average maximum temperature for summer is between 34-37 degrees. During the autumn and winter months, the wind drops off and the temperatures are mild. Rainfall occurs mostly during winter, yet rainy days are few and far between. Spring days are perfect, especially for the events that happen during this time.

	January	February	March	April	May	June	July	August	September	October	November	December
Average Rainfall (mm)	14mm	16mm	18mm	20mm	40mm	52mm	57mm	41mm	28mm	14mm	9mm	7mm
Min. Temperature °C	21 °C	21.7 °C	20.1 °C	17 °C	13.9 °C	11.4 °C	10.2 °C	10.5 °C	11.9 °C	14.4 °C	17.3 °C	19.4 °C
Max. Temperature °C	33.7 °C	34 °C	31.7 °C	27.7 °C	23.4 °C	20 °C	18.4 °C	19.3 °C	21.4 °C	25.4 °C	29.1 °C	31.8 °C



History

Nestled on Arunine Bay are the historical twin towns of Port Denison and Dongara, the coastal contact for the Shire of Irwin. In 1839, an expedition led by George Grey left the Swan River Colony by ship, bound for the area north of the Murchison River. His boats and supplies destroyed in a cyclone, his only alternative was a gruelling 700km trek south to the colony. Captain Grey and his party thus became the first Europeans to traverse the Irwin District and note the extent of the lush pastoral country in the Irwin Basin.

The Aboriginal people of this region (the Wattandee) saw the first permanent European settlement of Irwin in 1850. In 1852, a townsite was surveyed and named "Dhungarra" - a name given to the area by local tribal natives to indicate a "meeting place of seals". From this time on, the area gradually became settled. This progress was understandably slow because of the distances involved and the slowness of available means of transport. Unknown dangers played their part in hindering settlement as in the case of the sailing ship "Leander". In 1853, she struck the reef which now bears her name. Commander, Captain Johnson, managed to run in and beach her on the then uninhabited coast. The Captain and crew managed to reach Mr Burges' property on the Upper Irwin. By 1866, the small settlement was beginning to flex its community muscle and a jetty was built at Port Irwin; at the same time, an Inn was built, which is still in use today.

Finally, in 1871, the Irwin Road Board was formed. It stretched to the South Australian border and covered 89,000 square miles. In its early years, meetings were held in the Courthouse which was built around the same time, along with a School and Police Station. This progress continued as surely as the gradual growth of the majestic trees lining the main street.



Advertisement – Manager Finance

Progressive Shire is seeking an experienced finance leader with strong strategic and operational capability

- Idyllic location with coastal lifestyle and work / life balance
- Attractive base salary, vehicle, additional super and benefits
- Option of living in Shire accommodation full time or a hybrid working arrangement

THE SHIRE

The Shire of Irwin is located on the stunning Batavia Coast, where the historic twin towns of Dongara and Port Denison offer an enviable lifestyle, a welcoming community and a diverse local economy positioned for sustainable growth. Home to approximately 3,800 residents and spanning 2,223 km² of coastal and rural landscapes, this is an opportunity to join a progressive local government at an important time of organisational development and community investment.

THE OPPORTUNITY

A rewarding leadership opportunity is available for an experienced finance professional who can combine strong technical capability with practical, forward-looking strategic advice. Reporting directly to the Chief Executive Officer and participating as a key member of the executive leadership team, the Manager Finance will help shape the organisation's direction. The role will assess proposals, model options, challenge assumptions and advise Council, the CEO and managers on long-term financial sustainability, service delivery, major projects and investment priorities.

THE SUCCESSFUL CANDIDATE

We are seeking a confident and capable leader from a commercial, operational or local government background with:

- A demonstrated record of providing strategic financial advice to senior leaders and governing bodies;
- Strong experience in long-term financial planning, budgeting, forecasting and scenario modelling;
- The ability to translate complex financial information into clear options and practical recommendations;
- A collaborative approach to business partnering and strengthening organisation-wide financial accountability;
- Proven experience leading and developing a capable, service-oriented finance team;
- Tertiary qualifications in Accounting, Finance, Commerce or a related discipline, with strong knowledge of Australian Accounting Standards and the ability to rapidly acquire and apply Western Australian local government financial requirements.

The position leads budgeting, long-term financial planning, statutory reporting, rates, treasury, taxation, financial systems and internal financial controls. Day-to-day payroll administration is managed outside the Finance Department, allowing the role to focus on strategic leadership, organisational support and continuous improvement. Eligibility for CPA Australia or CA ANZ membership will be highly regarded.

THE PACKAGE

In return you will receive a three-to-five-year contract, a competitive base salary, negotiable depending on experience, plus company vehicle, additional superannuation and benefits. The successful candidate will have the option of living full time in Shire accommodation or adopting a hybrid working arrangement, providing the flexibility of working remotely for most of the time, with visiting the Shire regularly to stay connected with the team in person. This is a fantastic opportunity for someone to progress their career and join the Shire at this pivotal time.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **1248622** and provide a comprehensive resume and a covering letter of no more than two pages, specifically addressing each of the six selection criteria in Section 7.0 within the Application Pack, using concise examples of relevant experience and achievements.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

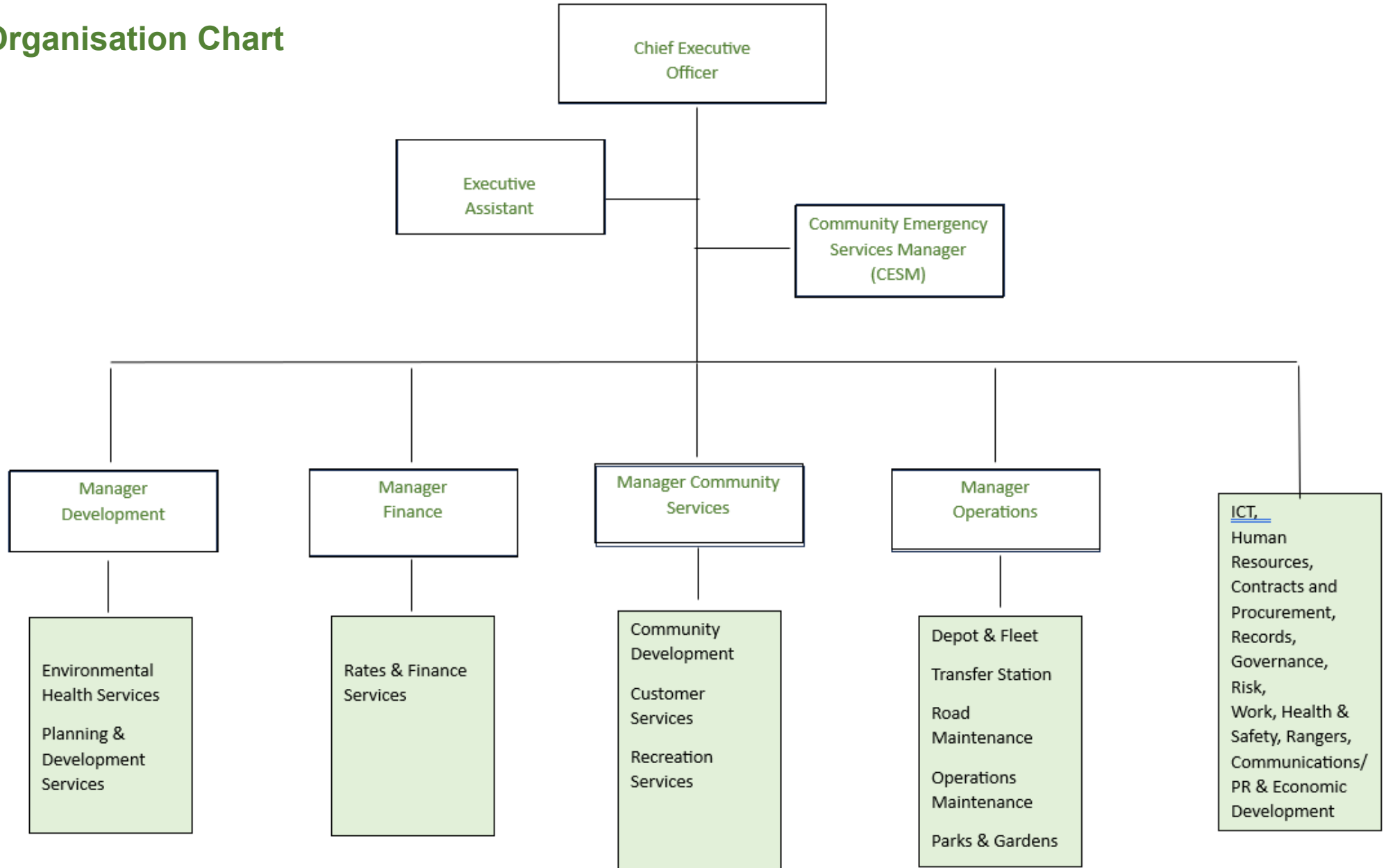
For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on **0427 582 402** or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Monday 2 November 2026**. The Shire reserves the right to commence the recruitment process at any time.

Canvassing Elected Members during the recruitment process will disqualify your application.



Organisation Chart



1.0 Position Details	
Position Title	Manager Finance
Classification	Fixed Term Contract - 3 to 5 years
Employment Type	Full Time - 76 hours per fortnight, Monday to Friday as negotiated, with additional hours and attendance at out-of-hours meetings as reasonably required
Reporting to	Chief Executive Officer
Department	Finance
Supervision	Senior Finance Officer and Rates Officer
Relationships	Chief Executive Officer, Council, executive leadership team, managers, employees and volunteers, Audit, Risk and Improvement Committee, auditors, ratepayers, suppliers, government agencies, consultants and the community
Extent of Authority	Operates under the direction of the Chief Executive Officer and within approved delegations, legislation, Council policies, the adopted budget and the Shire's strategic framework.

2.0 Position Objective
The Manager Finance provides forward-looking financial leadership and strategic guidance to the Chief Executive Officer, Council and the Shire's management team. As a member of the executive leadership team, the position supports effective organisational decision-making by translating Council priorities into sustainable financial plans, critically evaluating proposals, testing assumptions, modelling options and clearly communicating financial risks and opportunities. The position leads the Finance Department and is accountable for the integrity of the Shire's budgeting, long-term financial planning, statutory reporting, rates, treasury, taxation, financial systems and internal financial controls. The Manager develops the capability of the finance team so routine financial operations, statutory processes and reporting are delivered accurately and efficiently through appropriate delegation. Statutory compliance and coordination of independent audit and assurance processes are essential foundations of the role. However, the primary purpose of the position is to strengthen the Shire's financial sustainability, improve the quality of strategic and operational decisions and provide practical support across the organisation. Payroll administration, employee payroll enquiries and employee data maintenance are managed outside the Finance Department. Finance retains responsibility for appropriate payroll-related financial controls, reconciliations, budget monitoring, general ledger integrity and accurate financial reporting.

3.0 Position Specific Tasks and Activities		
▪ KEY AREA	▪ DUTIES AND RESPONSIBILITIES	▪ KEY PERFORMANCE INDICATORS
Strategic Financial Leadership and Organisational Guidance	Act as a key member of the executive leadership team and provide independent, practical and forward-looking financial advice to the Chief Executive Officer, Council and managers.	The CEO, Council and managers receive timely, clear and options-based advice. The Long-Term Financial Plan is current, realistic and integrated with the Shire's strategic, asset, workforce and capital priorities. Material risks and opportunities are identified early and accompanied by practical recommendations.
	Evaluate strategic and operational proposals, including service-level changes, workforce proposals, major projects, borrowings, reserve allocations, grants and new initiatives, and clearly explain their short and long-term financial consequences.	
	Develop financial models, scenarios and sensitivity analyses to test assumptions, compare options and support evidence-based organisational decisions.	
	Integrate the Long-Term Financial Plan with the Council Plan, Corporate Business Plan, asset management plans, workforce requirements and the capital works program.	
	Identify emerging financial risks, opportunities, economic trends and legislative changes and recommend timely organisational responses.	
	Prepare and present high-quality reports, briefing papers and workshop material that enable Council and the executive leadership team to make informed decisions.	
Financial Planning, Budgeting and Performance	Lead preparation of the annual budget, statutory budget review, Long-Term Financial Plan, monthly forecasts, annual financial statements and all required statutory financial reports.	Budgets and financial plans are aligned with Council priorities and are supported by credible assumptions. Statutory deadlines are met, forecasts are reliable, material variances are explained with recommended actions, and Shire funds are managed lawfully and prudently.
	Develop concise management reporting that highlights forecasts, material variances, project and capital performance, cash flow, financial risks and recommended management actions.	
	Maintain a rolling year-end forecast and ensure significant movements are identified and communicated early enough for corrective action.	
	Provide strategic advice on the affordability, prioritisation, timing and whole-of-life implications of the Shire's asset renewal and capital investment programs.	
	Manage the Shire's treasury functions, including cash flow, investments, reserves, borrowings and the authorisation of municipal and trust fund payments in accordance with legislation, policy and delegation.	
	Oversee rates modelling and administration and provide clear advice on rating strategy, revenue assumptions and collection performance.	

3.0 Position Specific Tasks and Activities		
▪ KEY AREA	▪ DUTIES AND RESPONSIBILITIES	▪ KEY PERFORMANCE INDICATORS
	Provide financial assessment and control support for grants, including matching contributions, cash flow, whole-of-life costs, financial reporting and acquittal requirements. Ensure taxation and statutory obligations, including BAS, GST and FBT requirements, are completed accurately and on time.	
Financial Governance, Systems and Assurance	Maintain an effective, proportionate and risk-based financial control framework that protects public funds without creating unnecessary administrative burden. Develop, implement and regularly review financial policies, procedures, delegations and authorisations to ensure they remain contemporary, practical and compliant. Coordinate external audit and independent assurance processes, including liaison with the Office of the Auditor General and support for the Audit, Risk and Improvement Committee, and ensure agreed recommendations are allocated, monitored and implemented. Ensure the integrity, security and appropriate access controls of the Shire's financial systems, records and data. Lead continuous improvement of financial systems, reporting and processes to reduce manual handling, duplication and low-value compliance activity and to improve access to decision-useful information. Payroll administration, employee payroll enquiries and employee data maintenance are managed outside the Finance Department. Finance is responsible for payroll-related financial controls, reconciliations, budget monitoring, general ledger integrity and accurate financial reporting.	Financial controls are effective and proportionate. External assurance processes are well coordinated, agreed recommendations are completed within approved timeframes, financial systems remain secure and reliable, and measurable process improvements are delivered each year.
Organisational Business Partnering and Service	Work collaboratively with managers to strengthen budget ownership, financial literacy, forecasting and accountability for departmental performance. Provide early financial advice during the development of projects, Council reports, contracts, procurement decisions and service proposals rather than limiting Finance involvement to retrospective review. Constructively challenge assumptions while remaining solution-focused and helping managers identify lawful, affordable and practical ways to achieve organisational objectives.	Managers demonstrate stronger ownership of budgets and forecasts, significant issues are escalated early, and Finance is regarded as a constructive and responsive organisational partner. Advice is clear, practical and focused on enabling sound outcomes.

3.0 Position Specific Tasks and Activities		
▪ KEY AREA	▪ DUTIES AND RESPONSIBILITIES	▪ KEY PERFORMANCE INDICATORS
	Provide responsive financial guidance to Councillors, employees and external stakeholders while maintaining confidentiality, probity and appropriate professional boundaries. Build effective relationships with government agencies, auditors, consultants, suppliers and regional partners and represent the Shire at relevant meetings and forums.	
Leadership and People Management	Lead, coach and develop the Finance Department and establish clear priorities, service standards, responsibilities and accountability.	The finance team is capable, engaged and appropriately delegated; routine work is completed accurately and on time without unnecessary escalation; staff are developed and supported; and the Department operates safely, efficiently and within budget.
	Delegate routine transactional, reporting and audit-administration activities appropriately so the Manager can maintain a strategic, whole-of-organisation focus.	
	Manage performance, workload, professional development and succession planning to build a capable and resilient finance team.	
	Promote collaboration, innovation and continuous improvement and ensure the team provides accurate, timely and respectful service across the organisation.	
	Manage the Finance Department budget and resources efficiently and in accordance with approved plans.	
	Demonstrate leadership in work health and safety, risk management, ethical conduct and the Shire's organisational values.	

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment to ethical conduct, equal opportunity and compliance with legislation, the Shire's Code of Conduct and organisational policies.
Work Health and Safety	Exercises the duties of a leader under work health and safety legislation and Shire procedures, promotes safe work practices and ensures hazards, incidents and near misses are reported and addressed.
Risk Management	Applies the Shire's risk management framework to strategic and operational decisions and ensures financial risks are identified, assessed, treated and monitored.
Human Resources and Leadership	Participates in recruitment, induction, performance management, professional development and succession planning and actively contributes to the leadership and culture of the organisation.
Records Management	Ensures documents and decisions are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures and that confidentiality is maintained.
Strategic Vision	Maintains a whole-of-organisation perspective, articulates the long-term financial implications of current decisions and helps translate strategic priorities into realistic, funded and measurable plans.
Values we are committed to	Creates and maintains a positive working environment while upholding the Shire's values of innovation, accountability, integrity and respect. 

5.0 Behavioural Competencies	
VALUE	DESCRIPTION AND EXPECTED BEHAVIOURS
Innovation	We are forward thinking and creative in our approach and strive to continuously improve the way we work. • I look for better ways of doing things. • I am open to feedback and change. • I encourage and embrace new ideas. • I foster creativity and think beyond established practices. • I am solution focused.
Accountability	We honour our commitments and responsibilities and achieve positive results in a transparent environment. • I lead by example. • I learn from mistakes and act on feedback. • I take responsibility for my actions and decisions. • I am committed to achieving agreed outcomes. • I acknowledge positive behaviour and success.
Integrity	We act in the public interest and are open, honest, fair and ethical in our interactions with others. • I am fair and consistent. • I am honest, trustworthy and reliable. • I communicate openly and respectfully. • I conduct myself professionally. • I provide frank and impartial advice.
Respect	We support and appreciate each other in an inclusive culture that creates pride and enjoyment. • I consider the needs of others. • I genuinely listen when others communicate. • I respect the roles, expertise and opinions of others. • I treat others as I wish to be treated. • I support, help and encourage my colleagues.

6.0 Skills, Experience and Qualifications

ESSENTIAL REQUIREMENTS

Qualifications

- Tertiary qualifications in Accounting, Finance, Commerce or a related discipline.
- Evidence of ongoing professional development in strategic financial management, leadership, systems improvement or local government.

Experience

- Substantial experience in a senior finance leadership role within a complex organisation.
- Demonstrated experience providing strategic financial advice to a Chief Executive Officer, executive leadership team and/or governing body.
- Demonstrated experience in long-term financial planning, scenario modelling, organisational budgeting, forecasting and management reporting.
- Proven experience evaluating major projects, service proposals, workforce initiatives or investment decisions and clearly explaining their financial consequences.
- Proven experience leading, developing and appropriately delegating within a finance team and building a responsive, improvement-focused service culture.
- Experience partnering with non-financial managers to improve budget ownership, financial literacy, forecasting and organisational decision-making.
- Experience preparing annual financial statements and organisational budgets, and delivering statutory financial reporting in accordance with Australian Accounting Standards and applicable legislation.
- Experience coordinating external audit and assurance processes and implementing agreed recommendations.
- Demonstrated experience improving financial systems, reporting, processes and internal controls.

Skills

- Strategic and commercial judgement, with the ability to balance compliance, risk and practical organisational outcomes.
- High-level analytical and problem-solving capability, including the ability to develop financial models and interpret complex information.
- Ability to translate financial information into clear options, consequences and recommendations for non-financial audiences.
- Advanced written and verbal communication skills and confidence presenting to Council, committees and senior leaders.
- Strong leadership, coaching, delegation and performance-management skills.
- Ability to constructively challenge assumptions while maintaining collaborative and solution-focused relationships.
- Strong organisational skills and the ability to manage competing strategic priorities and statutory deadlines.
- High proficiency in contemporary financial systems, data analysis and Microsoft Excel.
- Strong stakeholder engagement skills and sound professional judgement in relation to financial risk, governance and confidentiality.

DESIRABLE REQUIREMENTS

- Eligibility for membership, or membership, with a recognised professional accounting body such as CPA Australia or Chartered Accountants Australia and New Zealand.
- Postgraduate qualifications in finance, accounting, business administration, leadership or management.
- Experience in a comparable local government finance leadership position.
- Knowledge of Western Australian local government rating, financial management and audit requirements.

Pre-employment Screening

- Evidence of the right to work in Australia.
- Current unrestricted Australian C Class driver's licence, or equivalent.
- National Police Clearance less than six months old, or the ability to obtain one.
- Willingness to undertake a pre-employment medical assessment.

Attributes

- Strategic, curious and solution-focused, with the confidence to provide frank and independent advice.
- Collaborative and service-oriented, with a genuine interest in helping others make better decisions.
- Able to distinguish material risk from low-value administrative activity and apply controls proportionately.
- Comfortable working with ambiguity, changing priorities and incomplete information.
- Committed to developing people, systems and organisational capability rather than personally retaining routine work.

7.0 Selection Criteria to address

- Tertiary qualifications in Accounting, Finance, Commerce or a related discipline, together with strong knowledge of Australian Accounting Standards and the ability to rapidly acquire and apply Western Australian local government financial legislation and reporting requirements.
- Demonstrated experience providing high-level strategic financial advice to a Chief Executive Officer, executive leadership team and/or governing body, including the ability to convert complex information into clear options and practical recommendations.
- Demonstrated experience developing long-term financial plans, organisational budgets, forecasts, scenario models and sustainable funding strategies for major operational and capital decisions.
- Proven ability to lead, develop and appropriately delegate within a finance team while improving systems, service delivery, reporting and organisational financial capability.
- Demonstrated experience partnering with non-financial managers to improve budget ownership, financial understanding, forecasting and organisational decision-making.
- Demonstrated experience delivering accurate statutory financial reporting and maintaining effective financial governance and internal controls, including coordination of external audit requirements.

8.0 Position Description Agreement

This Position Description describes the general nature and level of work performed by the employee. It is not intended to be a comprehensive list of every duty or responsibility. The Shire of Irwin may amend responsibilities to meet changing strategic, business and operational requirements.

I acknowledge the values, duties, responsibilities and requirements described in this document. I understand that the Position Description may be reviewed and that any material changes to duties will be discussed with me.

Date:	
Name:	
Signature:	
Review Date:	2026

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, specifically addressing each of the six selection criteria in Section 7.0, using concise examples of relevant experience and achievements.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the selection criteria for the position and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **1248622**.

Applications will close at **4pm AWST on Monday 2 November 2026**. The Shire reserves the right to commence the recruitment process at any time.

Late applications will not be accepted.

We encourage applicants not to leave their application until the final day, as unexpected circumstances can arise and prevent submission before the closing time.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS

Interviews will be conducted by a recruitment panel and will be held at Beilby Downing Teal's Subiaco offices or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking and may partake in a second interview and/or site visit to the Shire of Irwin.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant including verification of qualifications, police clearance and Australian working rights, and a social media review.

PRE-EMPLOYMENT MEDICAL

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Shire of Irwin maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

FURTHER ENQUIRIES

Please contact Emily Bulloch, Principal Consultant, Beilby Downing Teal, for initial enquiries, on 0427 582 402 or ebulloch@beilbydt.com.au

