

We're hiring!

FINANCE OFFICER



LOCATION:
CAIRNS, QLD



EMPLOYMENT TYPE:
FULL-TIME, FIXED TERM

Join our dynamic team at Burke Shire Council, where collaboration, growth and empowerment are at the heart of our work.

Make an impact every day

**BURKE
SHIRE**
Council



ACCOUNTS PAYABLE

Process invoices, credit notes, purchase orders and creditor enquiries



RECONCILIATIONS

Reconcile accounts payable transactions and credit card statements



PAYROLL SUPPORT

Assist with approvals, reports, journals, records and staff enquiries



ACCURATE RECORDS

Maintain financial records, filing systems and audit-ready information



TEAM SERVICE

Provide professional support to employees, suppliers and stakeholders

WHAT WE OFFER



TOTAL REMUNERATION PACKAGE FROM
\$83,232–\$86,655
PER ANNUM

This includes:

- ✓ Base salary \$70,942 per annum
- ✓ 12.5% superannuation
- ✓ Remote Allowance



Professional development & training



25 days paid annual leave per year



Monthly Rostered Day Off



Make a real difference in the community

HOW TO APPLY

Read more about this role and apply at:
bit.ly/BSC-Employment



Scan me to apply

APPLICATIONS CLOSE:
8AM, MONDAY 19 OCTOBER 2026

Our Community. Our Values. Our Commitment.



WE'RE HIRING, JOIN OUR TEAM!

Finance Officer

Join our dynamic team at Burke Shire Council, where collaboration, growth, and empowerment are at the heart of our work.

Location: Cairns, QLD.

Employment Type: Full time, 12-month fixed term

Burke Shire Council is seeking an organised and detail-focused Finance Officer to join our Finance team based in Cairns. Reporting to the Senior Finance Officer, you will support Council's accounts payable functions and assist with payroll, accounts receivable, financial records, audits and general customer service.

About the Role:

Your key responsibilities will include:

- Processing invoices, credit notes and purchase orders, maintaining creditor records and resolving supplier enquiries.
- Reconciling accounts payable transactions and credit card statements.
- Reviewing purchase orders for compliance with Council's procurement policy.
- Supporting payroll approvals, reports, journals, reconciliations and record keeping.
- Assisting employees and supervisors with payroll enquiries and discrepancies.
- Maintaining accurate financial records and electronic filing systems.
- Assisting with rates administration, stocktakes and general finance duties.

About you:

You will have well-developed computer skills, a basic knowledge of accounts payable and a strong commitment to accuracy, confidentiality and professional customer service.

You will also bring:

- Good written and verbal communication skills.
- Practical problem-solving skills and attention to detail.
- The ability to prioritise tasks and meet deadlines.
- A collaborative approach and willingness to support the team.

What we offer:

- Base salary: \$70,942 per annum
- Superannuation: 12.5% super.
- Allowances, including Locality Allowance.
- Five weeks' annual leave and a monthly rostered day off.

How to Apply:

If you would like to join our team, please apply through the link below by COB 19 October 2026.

Apply Here: <https://bit.ly/BSC-Employment>

Council reserves the right to appoint a suitable applicant before the specified closing date.

Chelsea Nelson

People and Culture Manager

Inclusion | Integrity | Innovation | Infrastructure