TOWN of CLAREMONT

Information Pack



Position	**Senior Accountant**
Salary	**$115,514 to $122,294 per annum (depending on skills and experience). Plus 15.5% superannuation, eligible for RDO.**

The Town has an exciting opportunity for an experienced Senior Accountant to provide senior technical and operational leadership within our collaborative finance team. Reporting directly to the Manager Finance (FCPA), you will work alongside an Accountant, two Finance Officers, a Rates Officer, and a Payroll Officer. This position plays a central role in delivering specialist financial accounting expertise and partnering with the Manager Finance on statutory reporting and long-term financial planning. Key responsibilities of the position include:

- Providing technical guidance, functional oversight, and operational support across the finance team.
- Leading month-end and year-end processes, general ledger integrity, and annual financial statement preparation.
- Leading financial modelling for the Long-Term Financial Plan, annual rate modelling, and budget reviews.
- Managing investments, grant acquittals, WA Treasury Corporation loans, and statutory asset revaluations.
- Preparing Council and Audit, Risk and Improvement Committee reports in line with local government legislation.

Ideally, you will have or intend to seek CA or CPA qualifications, and bring local government experience, strong communication skills, and the ability to provide practical technical advice across the organisation. You will also possess high-level analytical and accounting expertise, the ability to guide finance team members, and excellent time management while meeting statutory deadlines.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Applications close on Sunday 29 November at 5:00 pm.

We welcome and encourage applications from people with lived experience of Aboriginal and Torres Strait Islander cultures, and those with a strong commitment to closing the gap. The Town of Claremont is an inclusive employer that values cultural diversity and supports professional growth for all.

Please direct all enquiries to an HR Team Member (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.

TOWN of CLAREMONT

Information Pack



Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.





Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **TOC@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

TOWN of CLAREMONT

Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

