



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

**Shire of Chapman Valley**

APPLICATION PACKAGE

RECRUITMENT OF FULL TIME **FINANCE & CORPORATE SERVICES OFFICER**

**REVENUE OFFICER**

Applications close: 4.00pm, Thursday 26 March 2026

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The Shire of Chapman Valley is seeking a Revenue Officer operating within the Finance & Corporate Services team. This full-time position (76 hours per fortnight, Monday to Friday with a monthly RDO) is based in Nabawa.

A salary in the range of \$82,900 to \$89,800 per annum including superannuation and applicable allowances is offered under the Local Government Interim Award 2021 Industrial Agreement. The final amount will depend on your skills, experience, and qualifications.

Working under the general direction of the Manager Finance & Corporate Services, this role supports the finance team within all revenue streams.

The Application Package, including the Position Description and Selection Criteria, is available from the Shire's website [www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) or by contacting the Shire Administration Office on (08) 9920 5011.

Applications should be addressed to the Chief Executive Officer and submitted via email to [dianne.raymond@chapmanvalley.wa.gov.au](mailto:dianne.raymond@chapmanvalley.wa.gov.au) no later than 4.00pm, Thursday 26 March 2026.

For further information about the role, please contact Dianne Raymond, Manager Finance & Corporate Services, on (08) 9920 5011.

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## Notes for Applicants

Thank you for your interest in the Revenue Officer position with the Shire of Chapman Valley. These notes are provided to assist you in preparing your application and to help the selection panel assess your suitability against the selection criteria.

This is a full-time position working 76 hours per fortnight (Monday to Friday) with a monthly rostered day off. Employment conditions follow the Local Government Interim Award 2021 (Industrial Agreement) and relevant Shire policies. The current hourly rate ranges from \$36.00 to \$39.00, depending on skills and experience, and includes a travel allowance and an attraction & retention allowance.

## Addressing the Selection Criteria

Selection criteria describe the essential and desirable knowledge, skills, experience and qualifications required for the position. Your application and likelihood of being shortlisted for interview will largely depend on how well you address these criteria.

When addressing the criteria:

- Use each selection criterion as a separate heading.
- Under each heading, provide a clear statement of how you meet the criterion.
- Include specific work-related examples that demonstrate your experience, knowledge and skills.
- Aim to keep your total response concise while adequately covering each criterion.

A useful approach is the STAR method:

- Situation – describe the context.
- Task – outline what you needed to do.
- Action – explain what you actually did.
- Result – describe the outcome or impact.

### **Referees**

You should provide the names and contact details of at least two referees who can comment on your recent (last 2–3 years) work performance. It is recommended that you notify your referees that they may be contacted by the selection panel. Written references are not required but may be provided as copies if you wish.

## Supporting Documents

Please attach copies (not originals) of any supporting documents, such as qualifications or certificates. Original documents may be requested at a later stage in the recruitment process.

## Application Format and Lodgement

- Applications should include:
  - A cover letter addressing the selection criteria; and
  - A current resume (CV).
- Typed and emailed applications in a single document (or clearly labelled combined documents) are preferred for administration purposes.
- Applications must be received by 4.00pm, Monday 16<sup>th</sup> March 2026.

Lodgement:

- Email: [dianne.raymond@chapmanvalley.wa.gov.au](mailto:dianne.raymond@chapmanvalley.wa.gov.au)

Late applications will generally not be accepted unless prior approval has been obtained from the Manager Finance & Corporate Services before the closing date and time.

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## About the Shire and Working with Us

Working at the Shire means being part of a team that supports the local community and takes pride in making a positive difference. Our roles range from outdoor and works positions to office, customer service and specialist functions, with everyone contributing to essential services and community outcomes.

Employees describe the Shire as:

- Supportive and people-focused, helping one another and showing care.
- Purpose driven, with work that matters to the community.
- Dynamic and challenging, with varied responsibilities and development opportunities.
- Committed to improvement, always looking for better ways to deliver services.
- Flexible and empowering, with trust placed in people to do their job well.

We are committed to providing a safe, respectful and inclusive workplace guided by our Behavioural Standards of Respect, Honesty & Integrity, Accountability, Communication and Teamwork.

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## About the Role

The Revenue Officer plays a key role in supporting the effective, accurate and compliant management of the Shire's revenue functions. Working within the Finance & Corporate Services team and under the direction of the Manager Finance & Corporate Services, this position contributes to the administration of rates, interim rates, debtors and statutory charges, while delivering a professional and customer-focused service to ratepayers, stakeholders and the broader community.

This role is responsible for the administration of rating processes, including the levy, billing and collection of rates and service charges, maintenance of accurate rate records, land transactions, interim rates and pensioner concessions. The Revenue Officer also manages the accounts receivable subsidiary ledger, undertaking invoicing, receipting and debt recovery activities to support sound financial management and data integrity.

In addition, the position provides finance support in the processing building permit applications within the Shire's systems with the raising of invoices for building permit fees and charges. This cross-functional element of the role offers genuine variety and exposure across multiple service areas.

The Revenue Officer regularly engages with members of the public, providing clear and courteous advice on rating and revenue matters, and works collaboratively with internal teams to support accurate reconciliations, reporting and compliance obligations. Attention to detail, strong organisational skills and a commitment to customer service are essential.

This position offers an opportunity to work in a supportive regional local government environment, with a monthly rostered day off, exposure to a broad range of revenue functions, and the chance to build practical experience in local government finance and administration.

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## Selection Criteria (to be addressed in your application)

### **Essential:**

1. Developed communication and interpersonal skills with the ability to maintain effective relationships with Ratepayers, Council, Management, Community and internal stakeholders.
2. Minimum of two (2) years' experience in a customer service administration position with an understanding of the workings of Local Government.
3. Developed ability to model the Shire's Behavioural Standards in day-to-day work and interactions including Respect, Honesty & Integrity, Accountability, Communication and Teamwork.

**Desirable:**

1. No formal qualifications required; studying towards an appropriate Certificate III (e.g. Business, Customer Engagement, Local Government) is desirable
2. Developed knowledge of information technology and record keeping systems.
3. Hold a current "C" class Motor Driver's License.

## **Pre-Employment Requirements**

To be considered for a position with the Shire of Chapman Valley applicants must be able to satisfy the pre-requisites:

- Complete 100 Point identification check
- Satisfactory National Police Clearance
- Hold the appropriate rights to work in Australia
- Pre-placement health assessment (including drug & alcohol screening)
- Proof of current WA 'C' Class Driver's License
- Proof of relevant qualifications (if applicable)

If you do not meet every desirable requirement but can demonstrate enthusiasm, transferable skills, and a willingness to learn, we encourage you to apply. The Shire is committed to providing on-the-job training and is happy to support additional upskilling where needed.

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### **How to Apply**

Your application should include:

- A cover letter that briefly introduces you and clearly addresses the selection criteria.
- A current resume detailing your work history, qualifications, skills and at least two referees.

Applications close 4.00pm, Thursday 26 March 2026.

**Please submit your application** to [dianne.raymond@chapmanvalley.wa.gov.au](mailto:dianne.raymond@chapmanvalley.wa.gov.au).

If you require any clarification, assistance or further information, please contact Dianne Raymond, Manager Finance & Corporate Services, on (08) 9920 5011