

Position Description

Position Title	Graduate Accountant
Directorate	Corporate Services
Business Unit/s	Financial Services
Reports to	Senior Management Accountant
Classification	Level 6 – Inside Workforce Agreement

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with near 250,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1600 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

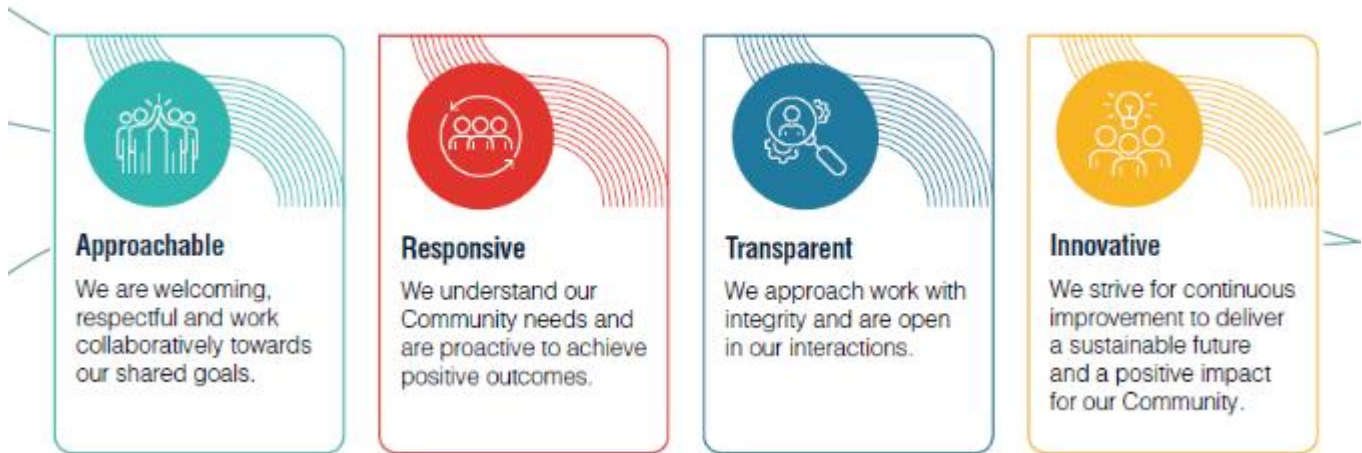
Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative



Reporting Relationships

This position reports administratively to the Senior Management Accountant and may receive day to day supervision from nominated rotation supervisors

Business Unit Objective

The Business Unit provides a range of financial services to the Council and City of Stirling Community. Those services include:

- Rates Services
- Accounts Receivable
- Investment and Funds Control
- Expenditure Processing
- Budget Coordination
- Management and Statutory Reporting
- Purchasing and Contracts administration

Position Overview

The Graduate Accountant will be supported through the City of Stirling's graduate program, which will provide mentoring, development opportunities and access to study assistance in accordance with City policies and approved professional development arrangements, including support towards CA or CPA studies where approved.

The role will be provided with broad experience through structured rotations across Financial Services and other relevant disciplines including:

Financial Accounting
Asset Accounting
Procurement

Management Accounting
Rates and Debtor Management
Internal Audit and Risk

Position Objectives

- Undertake structured rotations across Financial Accounting, Management Accounting, Asset Accounting, Rates and Debtor Management, Procurement, and Internal Audit and Risk to develop broad practical capability.
- Assist with accounts payable, accounts receivable, rates and debtor transactions, reconciliations, journals and other routine accounting activities, ensuring information is accurate, complete and processed on time.
- Support month-end and year-end processes, including account reconciliations, accounting entries, adjustments, working papers and statutory financial reporting.
- Assist with budget preparation, forecasting, monthly variance analysis and management reporting, and help translate financial information into clear insights for stakeholders.
- Use financial systems, Microsoft Excel, reporting tools and approved AI-enabled technologies to analyse data, identify anomalies and support accurate and efficient financial processes.
- Support asset accounting activities, including maintaining asset records, capitalisation, depreciation, reconciliations, stocktakes and financial information for asset planning and reporting.
- Assist with rates and debtor management activities, including account maintenance, enquiries, collection processes and reconciliations, in accordance with legislation, policy and customer service standards.
- Support procurement activities through data analysis and compliance checks consistent with the City's policies and legislative obligations.
- Contribute to internal audit, risk and control activities by assisting with reviews, testing, evidence gathering, issue tracking and the monitoring of agreed actions.
- Develop effective working relationships across the City and provide timely, accurate and professional financial support to internal and external stakeholders.
- Actively participate in formal study, mentoring, training and professional development, applying learning in the workplace and progressing toward a recognised accounting qualification with support from the City.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.

Selection Criteria

Qualifications/Education Level	
Degree in Accounting, Finance, or related field	Essential
Knowledge, Skills, Experience & Abilities	
Strong proficiency with Office 365 (Word, Outlook, Excel) and AI.	Essential
Experience using Accounting Software.	Desirable
Good analytical skills with strong attention to detail.	Essential
Effective written and verbal communication skills, including the ability to explain financial information clearly to financial and non-financial stakeholders.	Essential
Demonstrate knowledge of basic financial reporting and planning principles.	Preferred
Demonstrate customer-service mindset and the ability to develop cooperative working relationships with colleagues and stakeholders.	Essential
Commitment to commencing or continuing CA ANZ or CPA Australia studies.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Desirable

Office use only

Position Creation Date	Date	5 October 2026	Officer	Chief Financial Officer
Last reviewed/Modified	Date	Click or tap to enter a date.	Officer	