



ACCOUNTANT

Lockhart River Aboriginal Shire Council is seeking a qualified and motivated Accountant to join our Corporate Services Team. This is an exciting opportunity for an experienced finance professional to contribute to the financial sustainability and growth of our community while supporting grant management, financial reporting, budgeting, revenue administration, and compliance activities.

Key responsibilities

- Grant Administration: Manage grant applications, acquittals, reporting requirements, funding compliance, and stakeholder liaison.
- Reconciliations: Perform bank, GST, and General Ledger reconciliations to maintain accurate financial records.
- Budgeting & Reporting: Assist with budget preparation, forecasting, financial analysis, and monthly management reporting.
- Audit & Project Support: Coordinate audit documentation and provide financial oversight for grant-funded projects.
- Systems Improvement: Support the development of efficient financial systems, controls, policies, and reporting processes.

Selection Criteria

- CPA / CA / MPA qualification or currently enrolled to qualify with sound knowledge of accounting principles, financial management, and reporting standards.
- Tertiary qualification in Accounting, Commerce, Business, or a related discipline from a recognised institution.
- Demonstrated experience in financial reporting, budgeting, forecasting, and reconciliations, including the preparation of management reports and financial statements.
- Experience managing grant-funded projects and funding agreements, including budgeting, expenditure monitoring, compliance reporting, and acquittals.
- Strong analytical, organisational, and communication skills, with the ability to manage competing priorities and meet reporting deadlines.
- High level of attention to detail, accuracy, and problem-solving ability, with a commitment to maintaining confidential and accurate financial records.
- Proficiency in Microsoft Office applications, particularly Excel, and the ability to work effectively with financial management systems.
- Current Queensland Driver Licence and ability to travel as required for Council business.

To apply for this position, please forward application addressing the selection criteria with your resume before the closing date **25 August 2026 at 5:00 pm** to:

Chief Executive Officer,
Lockhart River Aboriginal Shire Council
PO Box 1037, North Cairns, QLD 4870
Email: hr@lockhart.qld.gov.au