



Corporate Services Team Leader

Closing date: 10th October 2025

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of the North West, 650 kilometres west of Townsville and approximately 2.5 hours drive east of Mount Isa. Mount Isa offers direct flights to Brisbane, and Julia Creek has the option of REX flights to Mount Isa and Townsville three days per week. Julia Creek has a population of approximately 400 people; however the Shire's population is close to 1000 residents.

Julia Creek is a friendly community which offers an abundance of facilities and opportunities for its residents. The facilities include medical centre, 24/7 accessible gym, swimming pool with water slides, dog park, bike safety park and indoor sports centre and tennis courts just to name a few. Recreational activities also are plenty with many great annual events (Races, Rodeos, Campdrafts, Arts & Cultural Workshops) taking place in the region.

Council have a staff of approximately 55 employees and the 2025/2026 budget provides for an expenditure budget of \$21.4 million.

The Role

McKinlay Shire Council is seeking a highly motivated and detail-oriented Corporate Services Team Leader to join our team in Julia Creek. This leadership role is central to the financial and administrative operations of Council, ensuring compliance with statutory requirements and delivering accurate, timely reporting. Working closely with the Director of Corporate and Community Services and external accountants, the Team Leader oversees key functions including finance, payroll, records management, and customer service.

Key responsibilities of the role are inclusive of, but not limited to:

- Prepare accurate and timely financial reports in line with statutory requirements, under the guidance of the Director of Corporate Services and external accountants.
- Ensure compliance with the Local Government Act, Regulations, and adopted Council financial policies.
- Oversee daily reconciliation of Council's bank accounts and manage monthly BAS and PAYG reporting.
- Coordinate end-of-month processes, liaising with our accountant to ensure smooth financial rollovers.
- Directly supervise Debtors/Rates, Creditors, Payroll, Reception, and Records Management teams.
- Monitor and support the application of Council's Procurement and Investment Policies.

Benefits

- Attractive Salary – Stream A – Level 8 (\$101,867.48 per annum)
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading
- Staff Housing Provided
- Accrued day off once per month
- Training and professional development opportunities available to develop skills and grow your career

- Free access to Council owned swimming pool.
- Access to Council's Fitness Passport Program and Employee Assistance Program (EAP).
- A supportive, collaborative working environment designed to help you grow!

A recruitment pack, including Position Description, can be found on www.mckinlay.qld.gov.au, or by contacting the HR department on (07) 47 467 166, email employment@mckinlay.qld.gov.au