



POSITION DESCRIPTION

Title:	Finance Manager	Position no.	
Level:	Level 8	Agreement/ Award:	LGIA 2020
Business Unit:	Corporate and Community Services		
Responsible to:	Chief Executive Officer	Date effective	February 2021

1. OBJECTIVES OF POSITION

The Finance Manager is responsible for managing and providing leadership for the finance and administration services of the Shire, ensuring the efficient and effective operation of all relevant operations including:

- 1.1 Financial Services, administration, and customer service

2. REQUIREMENTS OF THE POSITION

2.1 SKILLS

- 2.1.1 Leadership and management skills with demonstrated ability to generate enthusiasm and commitment to guide the Corporate and Community team to optimize outcomes.
- 2.1.2 Strong business management skills.
- 2.1.3 Strong financial skills with demonstrated ability to prepare and review financial reports and budgets.
- 2.1.4 Effective time management skills.
- 2.1.5 Developed verbal and written communication skills.
- 2.1.6 Developed negotiating skills.
- 2.1.7 Developed interpersonal, problem solving and conflict resolution skills.
- 2.1.8 Developed analytical and interpretive skills.
- 2.1.9 Ability to interpret legislation and understand legal processes relating to compliance or requirements associated with/by Local Government.
- 2.1.10 Knowledge of the practical application of Occupational Health and Safety measures in the workplace.
- 2.1.11 Ability to identify typical hazards and risks within an office environment and take the appropriate actions in accordance with procedures.

2.2 KNOWLEDGE

- 2.2.1 Demonstrated knowledge of accounting practices and standards, including ability to complete statutory requirements set out for Local Government including AAS27 reporting requirements, FBT and other tax legislation.
- 2.2.2 Working knowledge of Local Government legislation and processes including, reporting and auditing requirements, and meeting procedures.
- 2.2.3 Working knowledge of Synergy Soft financial software system.
- 2.2.4 Sound knowledge of computer and software systems including Microsoft Office suite.

2.3 EXPERIENCE

- 2.3.1 Demonstrated experience in a financial and/or administration supervisory position within Local Government, or the commercial or public sectors with an understanding of the workings of Local Government.

2.4 QUALIFICATIONS AND/OR TRAINING

- 2.4.1 Tertiary qualification in Management, Accounting or relevant discipline or substantially advanced towards a tertiary qualification.
- 2.4.2 Current C – class Driver's License.

3. KEY RESPONSIBILITIES

3.1 CORPORATE OUTCOMES

- 3.1.1 Work with the Chief Executive Officer and other members of the Senior Management team, members of Council and other Shire of Boyup Brook employees to ensure effective leadership and management of the Corporate and Community team.
- 3.1.2 Contribute to the development of the Shire of Boyup Brook's strategic plans and align operational services, assets and other resources and strategies.
- 3.1.3 Coordinates activities associated with internal and external audits and prepared reports for the Shire's Audit and Finance Committee and Council.
- 3.1.4 Oversee strategies to achieve and maintain commercial orientation of the Corporate and Community team.
- 3.1.5 Attend all Council and Committee meetings as required by Council.

3.2 LEADERSHIP

- 3.2.1 Lead, coach, develop and performance manage a multi-disciplined team of staff.
- 3.2.2 Monitor and assist in developing the Corporate and Community team's performance standards, undertake performance appraisals and provide performance counselling and advice to team members where appropriate.

3.3 FINANCIAL

- 3.3.1 Monitor, oversee and complete preparation of the annual budget, financial reports to Council and the Audit and Financial Committee, annual financial statements and all statutory financial returns.
- 3.3.2 Coordinate and monitor accounting and auditing procedures.
- 3.3.3 Assist in developing, monitoring, and amending of Councils Long Term Financial Plan and other Integrated Planning & Reporting Framework documents.

- 3.3.4 Development of policies and procedures in relation to government and other external grant funding applications and acquittals.
- 3.3.5 Ensure that all Local Government finance and reporting requirements are met and delivered within timeframes provided.
- 3.4 GOVERNANCE & COMPLIANCE
 - 3.4.1 Work within the Local Government Act and other relevant legislation and regulations relating to the Finance and Administration functions.
 - 3.4.2 Ensure the Shire of Boyup Brook complies with all requirements pertaining to the Corporate and Community area's functions.
 - 3.4.3 Ensure that there are strong controls and transparency of the Shire of Boyup Brook's governance and operations.
 - 3.4.4 Ensure that ethical and informed decisions are made based on the Shire of Boyup Brook's Code of Conduct.
 - 3.4.5 Ensure appropriate records management is practiced.
- 3.5 HUMAN RESOURCES MANAGEMENT
 - 3.5.1 Assist in Administration of the Shire's Human Resources Functions.
 - 3.5.2 Assist the Chief Executive Officer in the co-ordination of staff training and development.
 - 3.5.3 Promote and facilitate a quality customer service culture across the organisation.
 - 3.5.4 Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all internal and external customers.
- 3.6 INFORMATION TECHNOLOGY & COMMUNICATIONS
 - 3.6.1 Assist to revise, monitor, oversee and coordinate so the strategic and operational information communications and technology platform remain functional, accessible and reflect contemporary best practice.
- 3.7 ALL WORKERS

Workers have a responsibility to:

 - 3.7.1 Participate in the development of a safe and healthy workplace.
 - 3.7.2 Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
 - 3.7.3 Co-operate with management in its fulfilment of its legislative obligations.
 - 3.7.4 Take reasonable care to ensure their own safety and that of others, and to abide by their duty of care provided for in the legislation.
 - 3.7.5 To report any injury, hazard or illness immediately, where practical to their supervisor.
 - 3.7.6 Not place others at risk by any act or omission.
 - 3.7.7 Not wilfully or recklessly interfere with safety equipment.
- 3.8 OTHER DUTIES
 - 3.8.1 Any other duties as reasonably requested by the Chief Executive Officer.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Responsible to: CEO

4.2 Supervision of: Finance and Payroll Coordinator
Administration Coordinator

4.3 INTERNAL AND EXTERNAL LIAISON

4.3.1 INTERNAL

CEO

Council

Manager Works

All Shire employees and volunteers

Long term contractors

4.3.2 EXTERNAL

Shire Contractors and Consultants

Regional groups and other Local Governments

WALGA, LGMA, LGIS

Ratepayers and members of the community

Department of Local Government and Communities and other relevant government agencies

5. EXTENT OF AUTHORITY

5.1 Operates under limited direction of the Chief Executive Officer within established guidelines, procedures and policies of the Council as well as statutory provisions of the *Local Government Act 1995* and other Legislations.

6. SELECTION CRITERIA

The skills, experience, qualifications and attributes needed to do this job

Qualifications and/or training and/or licences	Essential	Desirable
Tertiary qualification in Management, Accounting or relevant discipline or substantially advanced towards a tertiary qualification.	✓	
C class Motor Driver's Licence	✓	
National Police Certificate not more than three months old	✓	
You must be eligible to work in Australia	✓	
Experience and knowledge	Essential	Desirable
Demonstrated knowledge of accounting practices and standards, including ability to complete statutory requirements set out for Local Government including AAS27 reporting requirements, FBT and other tax legislation.	✓	
Working knowledge of Local Government legislation and processes including, reporting and auditing requirements, and meeting procedures.	✓	
Working knowledge of Synergy Soft financial software system.		✓

Sound knowledge of computer and software systems including Microsoft Office suite.	✓	
Demonstrated experience in a financial and/or administration supervisory position within Local Government, or the commercial or public sectors with an understanding of the workings of Local Government.	✓	
Skills and attributes	Essential	Desirable
Leadership and management skills with demonstrated ability to generate enthusiasm and commitment to guide their team to optimize outcomes.	✓	
Strong business management skills.	✓	
Strong financial skills with demonstrated ability to prepare and review financial reports and budgets.	✓	
Effective time management skills.	✓	
Developed verbal and written communication skills.	✓	
Highly developed negotiating skills.	✓	
Developed interpersonal, problem solving and conflict resolution skills.	✓	
Developed analytical and interpretive skills	✓	

7. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

8. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

9. BEHAVIOUR AND CONDUCT

- 9.1 Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- 9.2 Contribute positively to the Executive and Corporate and Community team and support team efforts.
- 9.3 Ensure that you always maintain and enhance the reputation of Shire of Boyup Brook.

10. GENERAL TERMS OF APPOINTMENT

- 10.1 All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
- 10.2 Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- 10.3 The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.
- 10.4 Normal working hours are as per contract.

11. CERTIFICATION

As Chief Executive Officer (CEO), confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Chief Executive Officer	
Date	