

POSITION DESCRIPTION

Position Details

Position Title:	Finance Manager
Award Classification:	Senior Officer
Employment Conditions:	4 Year Contract
Department / Branch:	Corporate & Financial Services / Finance
Principal Location:	Shire Office, Hughenden
Reports to:	Director of Corporate & Financial Services
Direct Reports:	5

Flinders Shire

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle
Our Mission:	To promote quality of life through leadership, attitude and respect
Our Values:	<ul style="list-style-type: none"> • A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership • Communication • Leadership • Recognition

Council Structure

Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Compliance
- Workplace Health & Safety

Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

Position Objective

The Finance Manager is responsible for the preparation of Councils key financial deliverables including annual budget, operating and capital expenditure reports, long term financial strategy and model, quarterly reviews, annual reports and performance monitoring.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Corporate Governance

- Provide ongoing training, mentoring and support to staff on Council's budgeting and reporting system
- Research, draft and analyse Council Policies to ensure compliance across financial services
- Maintain effective administrative procedures and processes to ensure relevant, effective and timely development and review of Council's policies, delegations, and internal administrative controls; including stakeholder engagement and communication to Council, management, staff and the community as required
- Assist in collation and review of Council's Corporate and Operational Plans and statutory and/or operational performance under the direction of the Executive Management Team
- Undertake regular reviews to develop and refine Council's financial systems ensuring financial modules are operating to potential, where required, reporting to Council on improvements to ensure best practice as appropriate to Flinders Shire
- In consultation with the executive team and auditors, coordinate and monitor activities relating to both internal and external audits

Financial Returns, Reporting and Acquittals

- Develop user-friendly financial reports that assist managers and staff in understanding and analysing their operations from a financial perspective
- Complete end of month processes within prescribed timeframes
- Prepare performance reports as per Council reporting periods as directed including detailed exception analysis
- Oversee and maintain Council's Fixed Asset Register.
- Review, develop, and implement financial systems, processes and financial models that provide reliable financial information for various departments and senior leaders
- Coordinate Council's end of year processes and production of the Annual Financial Statements including relevant beforehand tasks
- Complete relevant tax returns including FBT, GST, PAYG and taxable payment reports
- Prepare government agency returns as required

General Ledger

- Maintain integrity of the general ledger ensuring accurate reflection of financial performance and position of Council
- Maintain Chart of accounts in General Ledger and all of the subsidiary ledgers
- Responsible for all monthly reconciliations to enable accurate monthly reporting
- Manage all general ledger enquiries and process Journal requests in a prompt and efficient manner
- Loading of data for project and operating budget accounts into relevant ledgers

General Accounting and Finance

- Prepare and present forecasts, financial statements, annual budgets and budget reviews aligned to Council timeframes
- Provide, analyse and provide advice on financial and non-financial information to assist management to monitor performance, forecast outcomes and budgetary control
- Responsible for the preparation, maintenance and enhancement of Council's Long-Term Financial Plan and Model including improvement strategies and financial sustainable indicators
- Participate in the capital planning process including the development of the annual capital works program and undertake monitoring and forecasting during the year
- Support the development adoption and implementation of the annual fees and charges schedule

General

- Provide timely, relevant and effective support and advice to staff and management to encourage the development of a responsive and integrated corporate governance culture
- Promote and co-ordinate an integrated corporate governance management framework within Council incorporating records, information, risk management, training & development and capacity building
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level as directed
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep the Director of Corporate and Financial Services appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.

- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: Corporate and Financial Services Team and other portfolios across Council

External: General public, government departments, contractors, suppliers and community groups

Delegations: The Finance Manager works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Extensive knowledge of accounting systems, Australian Accounting Standards, financial and legislative reporting requirements.
2. Demonstrated experience in developing and managing budgets, accounting procedures and guidelines in line with Australian Accounting Standards, Queensland Local Government legislation and audit requirements.
3. Proven ability to develop, maintain and improve quality systems and processes to produce meaningful financial reports that link directly with performance reporting that supports governance and management.
4. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders through various modes.
5. Effectively lead develop and mentor a team to achieve objectives and contribute to Council strategic goals.
6. Demonstrated ability to meet and manage competing priorities and deadlines while solving complex problems and developing sustainable solutions for Council.
7. Working knowledge of Risk Management Framework within Local Government and the application of the framework to the role.
8. Demonstrated commitment to excellent customer service, and the ability to respond to all customer enquiries, internal and external in a professional and patient manner while managing conflicting priorities and change.

-
9. Advanced demonstrable skills within Microsoft Excel, demonstrated experience working with other Microsoft Office Suite software, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Authority and TRIM.
 10. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

11. Tertiary education in Finance, Commerce, Accounting or related field and eligible membership to the Australia Society of Certified Practising Accountants or Chartered Accountants association.
-

Authorisation

Position Approved By: Melanie Wicks, Director of Corporate & Financial Services

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____