

## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	Executive Manager Finance and Support Services
<b>Department:</b>	Finance and support Services
<b>Responsible to:</b>	Chief Executive Officer
<b>Salary:</b>	\$130,000 to \$150,000 (Negotiable according to qualifications and experience) + benefits
<b>Award:</b>	<i>Local Government Officers (WA) Award 2021</i>

### SECTION 2 - POSITION FUNCTION

#### Purpose

To manage the Finance and Support Services Department and participate as a member of the senior management team.

To assist and support the CEO with the overall management of the Shire of Halls Creek, to ensure a sustainable organisation.

### SECTION 3 - RESPONSIBILITIES

- 1. Oversee and manage the Finance and Support Services Department workforce consistent with the approved organisation structure and in doing so, creating a positive work environment that fosters teamwork, commitment and a culture in line with the Shires values.**

Will include over-arching management of:

- The Finance and Support Services department, including Finance and Accounting, Records Management, ICT, Emergency Management and services such as licensing, library, facility hire, visitor information centre / cafe and Halls Creek Post Office to ensure they are well run within the relevant legislative environment as well as within adopted policies, procedures and frameworks.
- Ensure high standards are maintained with regards to the administrative management of corporate functions including financial management of the Shire's operations.
- Ensure no substantial breaches of adopted policy, procedures, guidelines or statutory requirements are presented and to immediately report any such breaches,
- The Finance and Support Services Department to ensure (including dissemination of relevant information, co-ordination of leave, approval of working hours and day-to-day issues as they arise) to maintain team activities are planned and prioritised according to organisational priorities.
- Department service delivery targets are delivered within specified timeframes and within specified budgets that are monitored and continuously improved.
- Staff are adequately supported in duties through appropriate supervision and management, directly or through delegation to line supervisors.

- 2. The Finance and Support Services Department workforce is appropriately trained, and have the competencies (and relevant qualifications where necessary) to competently and efficiently acquit their duties, and that all staff performance review documents are completed in a timely manner**

Will include:

- Staff are well supported through supervision and appropriate leadership
  - All team members are achieving KPIs as set out in employment terms/positions descriptions; or
  - Remedy any deficiencies in team or individual performance and effectiveness, by undertaking staff appraisals within set timeframe.
  - Promote and facilitate on-going professional development for all staff in Finance and Support Services as per outcomes of staff appraisals or other training needs analysis.
- 3. Achieve high quality measurable outcomes in relation to corporate service operations and responsibilities and participate and Contribute to the Senior Management group.**
- Will include:
- Finance and Support Services Department is achieving their goals and the officer is effectively participating and contributing in Senior Management meetings.
  - Operations of all sections of the Finance and Support Services Department are appropriate to internal and external client needs and that operations are responsive to changes in those needs.
- 4. Oversee and manage Corporate Finance, Accounting and Supporting Systems.**
- Will include the leadership (support, assistance, direction & coordination) of Finance, Accounts Officers and Consultant Accountants to:
- Provide accurate and timely information, support, assistance and advice to the Chief Executive Officer regarding financial management of the Shire
  - Process all accounting systems (allocation and reconciliation of Creditors, Debtors, Payroll, Receipting and Banking functions) in a timely and accurate way
  - Complete all daily/weekly/monthly and annual end processes and reporting within statutory requirements and accounting standards
  - Prepare and complete in a timely manner the Annual Budget including rate setting, Six Month Budget Review, Annual Financial Statement and Annual ABS Information return
  - Prepare in a timely manner information for the interim and annual audit conducted by external auditor appointing by the Office of the Auditor General
  - Update the Asset Register (accounting) for all acquisitions, disposal and revaluations, review related components such as operational costs, depreciation and useful life and reconciliation of fixed asset register to general ledger
  - Maintenance of rating database with accurate property information and
  - Establish and/or review suitable financial procedures, controls and systems within established guidelines and/or mandated practice
  - Provide suitable support and advice to Directors, Managers and Supervisors in response to queries and request for financial/accounting information
- 5. Management of Shire's insurance portfolio**
- Will include:
- Annual review of the Shire's insurance cover to include adequate insurance for plant/vehicles, property & equipment, public liability, professional indemnity, workers compensation and salary continuance etc.
  - Effective relationship maintained with insurance service provider account manager
- 6. Management of Technology, Communications and Service Providers for the Shire**
- Will include:
- All technology functions are managed effectively according to appropriate legislation, industry and accounting standards, and other frameworks and all within statutory and/or organisational timeframes.
  - Healthy relationships are maintained between the Shire and service providers including, but not limited to Commonwealth Bank, Telstra & ICT service providers.
  - Adequate and timely communication services are available in all Shire properties

including residential housing.

7. Ensures Resolutions of Council relating to Finance and Support Services are actioned promptly Will include:
  - Council resolutions relating to Finance and Support Services are actioned within designated timeframes.
8. Act as an agent of positive progressive change within the organisation and identifies operational savings by introducing where appropriate efficient, effective work practices within the Finance and Support Services Department.  
Can include:
  - Relevant and responsive changes are being implemented where/when necessary, and improvement in services and work practices are demonstrated by department outcomes being achieved.
9. To oversee and implement the Shire's procurement in line with current legislation  
Can include:
  - All tenders and request for quotes follow the process set out by current WA legislation and the Shire's procurement policy.
10. To oversee communication and the issuing of public notices via the Corporate and Visitor Centre websites and other social platforms such as Facebook and Instagram  
Can include:
  - All communications comply with Shire policy and are timely and accurate
  - Social media is proactively used to keep the community informed and timely responses to feedback received on social media
11. To ensure that all documents for which the Finance and Support Services Manager has responsibility are registered and managed in accordance with the Records Management Plan approved by the Chief Executive Officer.  
Will include:
  - All subject documents are managed appropriately in accordance with the Document Management Plan.
  - Appropriate training formats, user manuals and naming-protocols are developed and implemented.
12. To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all employees within the Corporate Service department and middle management complete OSH documents such as risk assessments, incident reports, hazard registers etc as soon as practical and delivered to the CEO or relevant OSH representative immediately.

## SECTION 4 - KEY DUTIES

- Provide a high level of dynamic leadership and management of Finance and Support Services staff
- Ensure Finance and Support Services provides adequate services to other departments or for the overall organisation for functions including finance and accounting, social media communications, insurance, records, information technology management and administrative support. This support is to be co-operative, effective, efficient and within all designated timeframes, and designed to meet the needs of the organisation and individual staff members (in respect of training or support advice)
- Preparation of agenda items for both Council and Committees as required
- Manage the preparation, adoption, implementation and review of the Annual Budget and budget work papers
- Oversee the effective management of the Shire's month-end reconciliations and accounting period closing activities.
- Lodgement of reports and documentation with external bodies within mandated timeframes
- Management of Shire's insurance portfolio in liaison with the Director Assets and external insurers
- Ensure data integrity and appropriate management of the financial accounting system to provide accurate and reliable information for decision-making.
- Management of the procurement process within the Shire
- Management of the Shire's service provision for Department of Transport licensing, library services, Cafe and Post Office - staff supervision and support, strategic management and direction, service delivery and change management to change in client or organisational requirements
- Oversee the accuracy of plant registers, plant recovery, charge out rates, employee on-costs, overhead rates, cost-recovery and other activities about costing of various works
- Participate in/undertakes projects relating to the strategic direction of both Finance and Support Services and the overall Shire as directed by the Chief Executive Officer
- Ensure all documentation is recorded and registered as required by the Recordkeeping Plan and Procedures
- Coordinate the investment of surplus funds per Council Policy

## SECTION 5 - SELECTION CRITERIA

### Essential:

1. Tertiary Qualification in Accounting and/or Financial Management with at least 2 years' experience in a senior level financial position.
2. Extensive knowledge of local government accounting systems and processes
3. Well-developed written and verbal communication skills
4. Working knowledge of the Australian taxation legislation and systems, eg GST, FBT, PAYG and BAS.
5. Demonstrated experience in the operation of accounting software and systems, SynergySoft and Definitiv, with comprehensive knowledge of Microsoft applications, and advanced skills in Microsoft Excel.
6. Management experience in a similar position in Local Government
7. Current unrestricted C Class driver's licence

### Desirable:

1. Current membership of CPA and/or CA

Shire Policy Requirements	Police Clearance
	It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
	Working with Children Clearance
	It is a requirement to have a current WWC clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
	Medical
	It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.
	Driver's License
	Minimum C class driver's license. A copy to be provided upon interview or at commencement.
	COVID-19 Vaccinations
	It is a recommended for Local Government employees working with the public to be up-to-date with COVID-19 vaccinations, and be prepared to have booster doses as recommended by the Department of Health.

## SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.
Organisational Relationships	Internal and External Liaison: Internal All Council Staff External Councillors Public/Residents Main Roads Dept DFES Businesses and professional groups Contractors General Public, Govt Departments Other Local Governments
Extent of Authority	Works under general direction from the Chief Executive Officer within established guidelines, procedures and policies of Council as follows, <ul style="list-style-type: none"> <li>The limits of authority within which this position operates are confined to the authority to make decision on Finance matters in accordance with Council decisions, Council policy and delegated authority.</li> <li>Authorise orders for operating expenditure within Council approved budget.</li> </ul>

**Delegation Authority** Procurement and timesheets

**Employment Terms** A Probationary period of 3 months will apply to this position in accordance with Shire policy.

## SECTION 7 – CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO

Date

**Musa Mono**  
**A/Chief Executive Officer**

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed

