



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	Executive Manager Finance and Support Services
<b>Department:</b>	Corporate Services
<b>Reporting to:</b>	Chief Executive Officer
<b>Salary:</b>	Negotiable depending on experience and qualifications
<b>Award:</b>	\$130,000 to \$150,000 (Negotiable according to qualifications and experience) + benefits

### SECTION 2 - POSITION FUNCTION

#### **Purpose**

You will lead a high-performing team passionate about delivering exceptional services. With a strong background in finance, you will explore and implement initiatives to streamline processes, reduce costs and improve the customer experience. With your positive and enthusiastic personality, you will bring out the best in your diverse team.

### SECTION 3 - KEY DUTIES & RESPONSIBILITIES

**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.**

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 I 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.

**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**

- Staff are well supported through supervision and appropriate leadership
- All team members are achieving KPIs as set out in employment terms/positions description
- Remedy any deficiencies in team or individual performance and effectiveness, by undertaking staff appraisals within set timeframe.
- Promote and facilitation on-going professional development for all staff in Finance and Support Services as per outcomes of staff appraisals or other training needs analysis.

**Achieve high quality measurable outcomes in relation to corporate service operations and responsibilities and participate and Contribute to the Senior Management group.**

- 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.

**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

**Management of Shire's insurance portfolio**

- 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

**Management of Technology, Communications and Service Providers for the Shire**

- 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

**Ensures Resolutions of Council relating to Finance and Support Services are actioned promptly.**

- Council resolutions relating to Finance and Support Services are actioned within designated timeframes.

**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.**

- Relevant and responsive changes are being implemented where/when necessary, and improvement in services and work practices are demonstrated by department outcomes being achieved.

**Oversee and implement the Shire's procurement in line with current legislation**

- All tenders and request for quotes follow the process set out by current WA legislation and the Shire's procurement policy.

**Oversee communication and the issuing of public notices via the Corporate and Visitor Centre websites and other social platforms such as Facebook and Instagram**

- 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

**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.**

- 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.

**Comply with Workplace 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 WSH representative immediately.**

## SECTION 4 - SELECTION CRITERIA

<b>Essential:</b>	<b>Skills</b> <ul style="list-style-type: none"><li>• Tertiary Qualification in Accounting and/or Financial Management with at least 2 years' experience in a senior level financial position.</li><li>• Extensive knowledge of local government accounting systems and processes</li><li>• Well-developed written and verbal communication skills</li><li>• Working knowledge of the Australian taxation legislation and systems, eg GST, FBT, PAYG and BAS.</li><li>• Demonstrated experience in the operation of accounting software and systems, Synergy Soft and Definitiv with comprehensive knowledge of Microsoft applications, and advanced skills in Microsoft Excel.</li><li>• Management experience in a similar position in Local Government</li><li>• Current unrestricted C Class driver's licence</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Current membership of CPA and/or CA</li></ul>

<b>Shire Policy Requirements</b>	<p><b>Police Clearance</b> 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.</p> <p><b>Medical</b> 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.</p> <p><b>Driver's License</b> Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p>
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**SECTION 5 - APPOINTMENT FACTORS**

<b>Location</b>	Shire of Halls Creek, HALLS CREEK, WA 6770.
<b>Organisational Relationships</b>	<p>Responsible to: Chief Executive Officer</p> <p>Internal and External Liaison:</p> <p>Internal All Council Staff</p> <p>External General Public Councillors Community and sporting groups within the Shire of Halls Creek Federal and State government agencies Visitors to the area and general public Other tourism providers, both in and beyond Halls Creek Events and festivals organisers and / or committees Business operators</p>
<b>Extent of Authority</b>	<p>Works under general direction from the Chief Executive Officer within established guidelines, procedures and policies of Council as follows,</p> <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> </ul> <p>Authorise orders for operating expenditure within Council approved budget.</p>
<b>Delegation Authority</b>	Financial
<b>Employment Terms</b>	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

**SECTION 6 - CERTIFICATION**

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

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CEO

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Date

**Musa Mono**  
**Acting Chief Executive Officer**

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

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Employee

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Date Appointed