



## Position Description

<b>Job Title:</b>	Chief Financial Officer
<b>Reporting To:</b>	Chief Executive Officer
<b>Location:</b>	Halls Creek, FIFO or DIDO option will be considered (Darwin, Perth or Kimberley region only)
<b>Remuneration level:</b>	<i>Local Government Officers (Western Australia) Award 2021</i> Salary negotiable based on experience and qualifications

### Position Overview

The role of Chief Financial Officer manages all aspects of Council's financial systems and accounting records in accordance with Local Government Act, Regulations, and professional standards, to meet the short and long term accounting requirements of the Council.

### Key duties and responsibilities

#### *Planning and Policy*

- Manage Council's financial affairs and provide, monitor and maintain efficient accounting and budgeting systems and internal control processes.
- Define, develop and maintain Council's finance policies and procedures and ensure appropriate and rigorous compliance processes are in place.
- Develop and implement long term financial modelling for Council.

#### *Organising and Operating*

- Accountable for the preparation, coordination and delivery of the Annual Financial Reports, Monthly Financial Reports, Annual Budget and Long Term Financial Plan.
- Maintain robust financial controls and asset protection measures.
- Oversee the monthly preparation of capital and operating revenue/expenditure reports including year to date actuals and end of year projections, and ensure managers and directors are promptly informed of variations to budgets and that remedial action proposed is notified to the CEO.
- Ensure compliance of all financial records with legislative requirements (including tax legislation), accounting standards, and corporate governance practices through rigorous accounting processes and systems.
- Provide appropriate management oversight for revenue from all sources and ensure that regular monitoring and reporting occurs.
- Guide and support the Executive Team in the development of organisational financial strategies, plans and policies.
- Establish clear directions and accountabilities within the Finance Team, supporting all team members to achieve optimal performance and professional growth.
- Utilise a working knowledge of financial information systems to enhance reporting accuracy, improve efficiency, and support informed decision-making across the Shire.
- Drive strategic change management to support organisational goals and foster innovation.
- Manage and lead the rating function of Council, including rating policy preparation and implementation, preparation and dispatch of rates notices, and management of rating enquires, debtors, and related tasks.

- Ensure core finance software (accounting and payroll system) are appropriately maintained, reviewed and updated to meet business needs.
- Ensure payroll and related issues are managed in a timely, accurate and confidential manner.
- Ensure the key payroll/financial components appropriately implemented in line with the relevant Award.
- Ensure Council meets its employee superannuation obligations under State and Federal legislation.
- Manage cash flows, including working capital and short-term cash deposits and Credit Cards.
- Manage the preparation of statutory quarterly, half yearly and annual Financial Statements including primary liaison with internal and external auditors.
- Manage Council's procurement function, ensuring value-driven and compliant processes and procedures are in place to provide best value purchasing.
- Manage the review and lodgement of returns for Taxes, goods and services tax, PAYG, fringe benefits tax and fuel excise rebates.
- Ensure that all financial and relevant non-financial reporting obligations are completed in a timely and accurate manner.
- Manage all taxation and GST-related functions and reporting.
- Preparation of the annual capital, recurrent and cash flow budgets.
- Oversee financial governance, including the annual review and revision of financial delegations.
- Support the Grants process (financial, administration and reporting).
- Support the maintenance of finance-related risk and compliance frameworks, policies and procedures.
- Ensure appropriate internal staff training and support systems exist for finance, general ledger, payroll, procurement, accounts payable, and accounts receivable (and other tasks under management).

### *Interpersonal Communications*

- Provide contemporary leadership, direction, and guidance to maximise individual and team productivity and effectiveness in Financial Services.
- Facilitate cross-departmental engagement and support to ensure cohesive implementation of finance strategies and systems across the organisation.
- Establish and maintain strong relationships and networks with government and non-government organisations.
- Maintain confidentiality in a highly sensitive work environment.

### *Controlling, Regulation and Reporting*

- Advise Executive and Operational teams on budgetary matters applying effective budget controls to achieve target outcomes.
- Monitor compliance with legislation, regulations and standards across the finance team.
- Prepare and present reports for the Finance Management, Audit and Risk Committee and Council and attend their meetings as required.
- Comply with Shire of Halls Creek Records Management Policy, procedures and processes for all records created and received for the Finance Department.

## **Extent of Authority**

- Works in accordance with general direction from the Chief Executive Officer
- Decisions within delegation
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgement within clearly established procedures and guidelines

## **Selection Criterion**

### *Experience*

- Tertiary Qualifications in Bachelor of Accounting
- Extensive experience in leading the full suite of financial functions in a Local Government organisations.
- Detailed knowledge of Local Government policies and statutory requirements.

- Extensive experience as a highly effective people leader within finance, overseeing a team.
- Experienced and highly skilled in financial strategic analysis, problem solving, conceptual and lateral thinking and consistent decision making.
- Proven experience in developing, preparing and implementing strategic financial business plans and applying contemporary techniques in diverse and complex business environments.
- Excellent interpersonal skills including written and verbal communication skills with the ability to present and explain technical financial issues in a non-technical manner.
- Experienced in interpreting and applying legislation.
- Relevant tertiary qualifications and current membership with an accredited professional accounting body such as Institute of Chartered Accountants, Institute of Public Accountants or CPA Australia

### Compliance

- It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
- Pre-Employment Medical and Drug Test. 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, which will include a drug test.

### Authorisation

The details  
the purpose,  
position.



contained in this document are an accurate statement of  
duties and role specifications and other requirements of the

Signed \_\_\_\_\_ Date 4/04/2025

**Susan Leonard**  
**Chief Executive Officer**

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Employee