



## Position Description

<b>Job Title:</b>	<b>Executive Manager Finance</b>
<b>Reporting To:</b>	<b>Chief Executive Officer</b>
<b>Remuneration level:</b>	<b>Local Government Officers (Western Australia) Award 2021</b> <b>Salary negotiable based on experience and qualifications</b>

### Position Overview

The role of the Executive Manager Finance is to provide strategic and operational leadership across the Shire's financial functions, ensuring fiscal health and supporting overall organisational goals. The Executive Manager Finance plays a critical role in sustaining financial health, driving organisational growth, and ensuring adherence to best practice in financial governance.

### Key duties and responsibilities

#### *Planning and Policy*

- Responsible for the overall management of the Shire's financial services.
- Accountable for the preparation, coordination and delivery of the Annual Financial Reports, Monthly Financial Reports, Annual Budget and Long Term Financial Plan
- Development and implementation of policies and procedures to support continuous business improvement and alignment with community focused outcomes.

#### *Organising and Operating*

- Maintain robust financial controls and asset protection measures.
- Ensure compliance of all financial records with legislative requirements (including tax legislation), accounting standards, and corporate governance practices through rigorous accounting processes and systems.
- 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.

#### *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.

#### *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 or Council and attend their meetings as required.

## Extent of Authority

- Works in accordance with general direction from the Chief Executive Officer
- 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 Accounting
- Experience in Local Government / knowledge of Local Government
- 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.

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

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

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

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

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

Employee