

Job Vacancy

Manager Finance

- 12 Month Contract Full Time
- \$100K (negotiable)+ superannuation and vehicle
- Idyllic Location

About the Shire

The Shire of Irwin is located on the idyllic Batavia coast where the historical twin towns of Dongara and Port Denison boasts a friendly community and diverse industries positioned for growth in a sustainable environment.

With a population of approximately 3,800 residents the Shire of Irwin comprises 2,223km of a brilliant blend of coastal and rural landscapes which is located 60kms south from the bustling City of Geraldton and 360kms north of the capital city of Perth.

The Shire of Irwin is truly an enviable lifestyle, and we are currently seeking talented and innovative people to come join our team at this exciting time.

The Role

The Shire has a fantastic opportunity for a finance professional who has a proven track record in the effective management and accurate delivery of financial functions in accordance with statutory requirements. As an inspiring leader with the proven ability to lead multi-disciplinary teams, influencing and managing change, you work collaboratively fostering effective relationships and lead a strong customer service culture.

Reporting to the Chief Operating Officer you will provide advice and support to ensure long term financial planning, budgeting and reporting complies with Accounting Standards and legislative requirements. With experienced leadership you will direct, guide and manage all aspects of the Finance Department which includes Finance, Rates, Creditors, Debtors and Grants.

About You

We are seeking someone with extensive experience working at a senior level in accounting who can successfully manage organisational budgets and prepare financial reports that comply with legislation. You will have a relevant qualifications, demonstrated knowledge of accounting practices and standards, including the ability to meet statutory requirements specific to Local Government., You will also possess a membership or are eligible for membership of the Institute of Chartered Accountants Australia or Certified Practising Accountants Australia.

If this is you and you meet the required skills, experience and knowledge outlined in our Position Description, we would welcome your application.

Application

- Submit your covering letter addressing the Selection Criteria, found in the Position Description, together with your current resume that includes details of two recent referees.
- To view the Position Description, visit our website and find out more about the Shire of Irwin.
- Australian citizens and eligible candidates with rights to work in Australia will be considered.
- Email your application to hr@irwin.wa.gov.au
- Selected candidates will be requested to undertake pre-employment screening.
- **Canvassing Elected Members during the recruitment process will disqualify your application.**

Enquiries on the position can be discussed with Shane Ivers, CEO on telephone 08 9227 0000.

Applications close: Monday 8 August 2022

Shane Ivers

Chief Executive Officer

our vision – a safe place to live, an exciting place to visit and a progressive place to work
our mission – delivering excellence in service, driving growth and building strong relationships

A Brilliant Blend

1.0 Position Identification

Position Title	Manager Finance
Classification	Contract
Award	LGIA
Reporting to	Chief Operating Officer
Direct Reports	Senior Finance Officer and Rating & Finance Officer
Department	Operations
Location	Shire of Irwin Administration Office, 11-13 Waldeck Street, Dongara, Western Australia
Internal Relationships	CEO, Executive and Manager, Employees
External Relationships	Council, Auditors, Ratepayers, Suppliers, general public, government agencies, consultants.
Date	July 2022

2.0 Position Objectives

The Finance Manager is responsible for leading and managing the Finance Department whilst working in collaboration across the Shire to deliver all aspects of the day-to-day financial functions of the Shire in accordance with all statutory requirements and Council policies and procedures, including the use of delegated authority. Responsibilities include long term financial planning, budgeting and reporting that complies with Accounting Standards and legislative requirements to achieve strategic outcomes and to the deliver the Shire's main objectives:

- Integrity of the Shire's financial reporting systems;
- Robust financial plans and models;
- Rating advice and collection;
- Payroll administration;
- Provision of financial information to Council and Statutory Authorities;
- Facilitation of audit functions;
- Collection and payment of all monies due to/from Council; and
- Taxation matters including GST and FBT

3.0 Key Accountabilities

- 3.1 Provide leadership and direction to the Finance Department through the provision of professional and effective management of staff, services and resources to provide a high level of service delivery.
- 3.2 Manage the accurate and timely preparation of all financial reports and statutory information including the annual budget, mid-year budget review, monthly management reports, annual financial statements, and other statutory and management reporting requirements.
- 3.3 Coordinate the preparation of the Shire's financial reports and statements in accordance with applicable accounting standards. The Shire's policies and legislative requirements and in particular, ensuring Tax Office returns (eg FBT, BAS) and other relevant documentation is maintained and administrative practices meet requirements.
- 3.4 Develop financial plans and returns as required including the Long Term Financial Plan, Asset Management Plan, Statutory Budget, Budget Review, annual and monthly financial reports, WA Local Governments Grants Commission return, WALGA Roads return, and any other plans, returns and documentation relating to finance.

- 3.5 Critically evaluate and provide advice to Council on the Shire's renewal program for infrastructure and assets to ensure they are strategically planned for and managed at sustainable and appropriate levels.
- 3.6 Provide high level professional advice and support as required to the CEO, COO, Managers and Councillors in relation to the Shire's financial obligations, strategic direction and operational matters to assist in achieving set objectives and attend Council, Committee and organisational meetings and forums as required.
- 3.7 Manage the Shire's incoming grants program by providing effective organisational support in relation to identification, sourcing, management and acquittal of non-recurrent external funds in accordance with current Accounting Standards.
- 3.8 Responsible for the accurate recording of all financial data in a timely manner in compliance with relevant statutory requirements to enable the proper financial management of the Shire's resources in accordance with its operational and strategic objectives.
- 3.9 Ensure that risk mitigation arrangements are in place to minimise risk to the Shire, ensuring data is protected, financial systems are secure and the appropriate authorisations are applied.
- 3.10 Liaise with the Office of the Auditor General on statutory audit functions and other audits and review processes as appropriate, as per the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996 such as the Audit and Risk Committee, the triennial Regulation 17 audit, triennial Financial Management Review, interim and final external audits, any other external and internal audit functions, and ensure the implementation of audit findings meet statutory and legal obligations in relation to finance, accounting and taxation matters and prepare and present updated reports to relevant internal forums as required.
- 3.11 Develop, implement and review the strategies, policies, work practices and procedures of the finance department to ensure they remain contemporary, sustainable and meet the needs of the organisation, community, applicable legislation and standards.
- 3.12 Provide advice to Council and staff on the general management of the Shire's financial affairs including investment of surplus and reserve funds, ATO compliance, revenue recognition, billing and debt collection, risk management, payroll and the purchasing and payables functions. Manage Shire funds in accordance with applicable legislation and policies.
- 3.13 Oversee the management of the rating function in accordance with the requirements of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Rates & Charges (Rebates & Deferment) Act, Valuation of Land Act and Shire policies and business operating procedures.
- 3.14 Monitor and evaluate relevant organisational, industry and government initiatives and trends and report on their potential impact on the Shire, providing advice and recommendations for action as appropriate.
- 3.15 Receive general enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices providing excellence in customer service to maintain positive representation of the Shire through public relations.
- 3.16 Prepare, co-ordinate and monitor the departmental annual budget to ensure organisational targets are achieved.
- 3.17 Undertake specific projects including relevant research, preparation and presentation of reports and discussion papers for Council, Committees or other forums (internal and/or external), coordinating implementation as required.
- 3.18 Exercise Delegated Authority including authorisation of municipal and trust fund payments as required, ensuring correct recording of each exercise in accordance with the Local Government Act 1995.
- 3.19 Liaise with and attend government, agencies, Council, Committee, organisational and community meetings and forums as representative of the Shire on various advisory and management committees as appropriate.

3.20 Effectively manage and encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the Shire's Financial Management System.

Corporate Accountabilities

3.21 Occupational Safety and Health (OSH)

Ensure duty of care compliant with OSH legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

3.22 Risk Management

All employees are responsible for effective risk management practices and ensuring that management is aware of risks associated with business operations.

3.23 Human Resource Management & Leadership

Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.

3.24 Ethical Behaviour

Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all policies.

3.25 Records Management

Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

3.26 Strategic Vision

Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.

3.27 Values

Creates and maintains a positive working environment while upholding the Shire's ACTS:



innovation
accountability
integrity
respect

4.0 Key Performance Indicators

4.1.1 Work is performed efficiently and in a professional manner as per the Shire's Code of Conduct to contribute positively and productively to a harmonious workplace.

4.1.2 Safe work practices are promoted and adhered to, and safe work standards are maintained by all Finance staff and by all contractors and consultants providing services to the Finance Team.

4.2 Financial and Asset Management and Reporting

4.2.1 Monthly and annual financial reports and any other statutory reports are accurately prepared in compliance with statutory provisions and Council policy, and are completed in a timely fashion

4.2.2 Accounting practices comply with the Australian Accounting Standards and the Local Government (Financial Management) Regulations 1996.

4.2.3 Timely and accurate production of the Annual Budget, Budget Review, Annual Financial Statements, Long Term Financial Plan and Asset Management Plans.

- 4.2.4 Audit queries are satisfied promptly in relation to the Shire’s financial records.
- 4.2.5 Effective system changes are implemented if suggested by the auditors or considered necessary to prevent recurrences of any problems.
- 4.2.6 All investments are maximised and are compliant with the legislation and with Council policy.

5.0 Position Competencies

Essential

- 5.1 Relevant qualification in Accounting, Finance or other relevant related discipline and Membership or eligibility for membership of the Institute of Chartered Accountants Australia or Certified Practising Accountants Australia.
- 5.2 Proven ability to develop organisational Annual Financial Reports, General Purpose Financial Statements and Statutory Budget Documents with a thorough knowledge of Australian Accounting Standards.
- 5.3 Extensive experience delivering financial services including long-term strategic financial planning, statutory reporting, budget development, and management reporting, in local government or business.
- 5.4 Experience with Local Government management of Council rates, including rates modelling, and knowledge of the *Local Government Act 1995* and related regulations as they apply to differential rates.
- 5.5 Proven ability to effectively lead, manage and motivate a work team and work cooperatively and effectively with others to set goals, resolve problems and make decisions that achieve results and enhance organisational effectiveness.
- 5.6 Proven ability to research and write complex letters, technical reports and submissions including previous experience in developing, implementing and reviewing policies, strategies and procedures and interpreting and applying legislation, regulations and industry codes of practice.
- 5.7 Highly developed analytical and problem solving skills with the ability to think strategically particularly in relation to analysis of trends and opportunities to achieve solutions that are in the best interests of the Shire.
- 5.8 Previous experience in developing, implementing and reviewing policies, strategies and procedures as well as interpreting and applying legislation, regulations and industry codes of practice.
- 5.9 Proficient in the use of Microsoft Office suite of products (i.e. Microsoft Word, Excel, Outlook) with advanced skills in Excel. Demonstrated proficiency with computerised accounting systems

Desirable

- 5.10 3-5 years’ experience in a similar position within Local Government.
- 5.11 Demonstrated proficiency in IT Vision’s SynergySoft accounting package will be highly regarded.
- 5.12 Possession of, or progress towards, a recognised management qualification.

6.0 CERTIFICATION

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:
Name:
Signature:

Recruitment

The Shire of Irwin is an equal opportunity employer with a variety of employment types including full and part time, casual, fixed term contract, apprenticeships and traineeships. All Shire job opportunities are posted on our website.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Applications

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application.
- Be sure you have read through the Job Vacancy Package which will contain the Position Description so you have a clear understanding of the job requirements.

Your application will need to contain the following documents:

- Covering Letter this is an opportunity to introduce yourself and highlight your capabilities and also your interest in this position
- Resume include your name, address and contact details; your work history; education and training achievements.
- It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.
- Closing Date: Your application is to be received prior to the closing date in fairness to all applicants.
- Canvassing of Elected Members will disqualify your application.

Selection Process

- The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel.
- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.

Pre-Employment Checks

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers, formal verification of all claimed qualifications.

Good Luck in your application!