

ETHERIDGE SHIRE COUNCIL

MANAGEMENT ROLE STATEMENT



ROLE TITLE:	FINANCE MANAGER
DEPARTMENT:	Financial & Corporate Services
REPORTS TO:	Director Corporate & Community Services
LEVEL:	8
LOCATION:	Mary Street, Georgetown
DATE PREPARED:	August 2019
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Finance Manager.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE:

The purpose of this role is to provide leadership and professional management of Council's financial operations in accordance with relevant policies, procedures, legislation and accounting standards.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is a medium sized rural Council which borders Tablelands Regional Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 1,000. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a *"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"*.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries which is the driving factor behind our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

Council has a current workforce of around 60, an annual operating budget in 2019/20 of \$35.23M and capital works budget in 2019/20 of \$19.42M. Council maintains a combined regional asset base of over \$213M whilst providing community services across the areas of planning and development, community and cultural services, water, waste management, roads and infrastructure, the environment, economic development, childcare, student hostel and health management.

The CEO will be joined by two (2) Directors creating the leadership team that will drive change across the organisation, community and region in coming years. Opportunities for strategic thinkers and 'change agents' exist across the functional areas of Corporate & Finance, Community Services, Environmental Services, and Technical & Civil Services.

The key challenges for the Finance Manager include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Financial Management:** Supervise and coordinate the financial functions of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.
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KEY RESPONSIBILITIES & ACCOUNTABILITIES

Finance Manager

The incumbent will be responsible for, but not limited to:

- Supervise and deliver Council's finance and accounting functions in accordance with relevant Council policies, procedures and statutory requirements.

- Ensure Council's annual Financial Statements are completed in an accurate and timely manner pursuant to relevant accounting standards and legislation.
- Liaison with auditors as required.
- Supervision of the staff and functions within the finance section including payroll, accounts payable, accounts receivable, rates and stores.
- Provide advice to the Directors, Chief Executive Officer and relevant staff on matters relating to financial matters and reporting.
- Ensure all financial reports and acquittals are submitted as required by all funding agencies within the nominated timeframes.
- Prepare information and compile financial reports for Council and management meetings.
- Apply a sound working knowledge and application of the Local Government Act 2009, Local Government Regulation 2012 and Accounting Standards.
- Oversee completion and lodgement of returns such as Taxation, BAS, FBT and grant funding as required.
- Monitor budget expenditure and receipting.
- Assist and provide guidance in budget preparation.
- Provide excellent customer service to internal and external customers.
- Implement and enforce measures to provide a safe and healthy work place for staff.
- Other duties as directed by the Director Corporate & Community Services and Chief Executive Officer.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Meet audit requirements and all relevant financial reporting and associated functions within the expected timeframes.
- Compliance with all policies and procedures.
- Compliance with all workplace health and safety standards.
- Maintain professionalism and courtesy at all times.
- Compliance of the adopted Code of Conduct.

KEY BEHAVIOURS

Integrity:

- Work with a minimum of supervision and be highly self-motivated.

Excellent work ethic:

- Ability to achieve results with a professional manner.
- Identifies potential problems and addresses them with Supervisor and/or staff.

Team player

- Ability to communicate effectively with all levels of staff (oral and written skills)
- Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
 - Maintains accurate records.
 - Maintains an understanding of current legislation and Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

- Appointment to the position of Finance Manager will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

REQUIREMENTS / QUALIFICATIONS**Essential**

Minimum 5 years relevant work experience.

Demonstrated experience in budget preparation, monitoring and reporting; preparation of financial statements and preparation of statutory returns.

Sound knowledge of accounting and financial legislation, regulations and standards.

Demonstrated ability to lead teams and supervise and motivate staff.

Sound time management and organisational skills with the ability to meet deadlines.

C Class Drivers Licence

Desirable

Degree in Business, Accounting or similar; CPA or Chartered qualifications.

Knowledge of Local Government

Knowledge of the Practical Plus computerised system

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

PROBATION PERIOD

This position attracts a 3-6 month probationary period.

ACCOMMODATION

There is Council housing available for this position (rental in line with the current local market).

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871