

# Position Description – MANAGER FINANCIAL SERVICES

Shire of Donnybrook Balingup 230724.V.24.1



## GENERAL OVERVIEW:

<b>Position Title/Number:</b>	Manager Financial Services
<b>Directorate/Division:</b>	Finance and Corporate
<b>Industrial Instrument:</b>	<i>Local Government Industry Award 2020(IA)</i>
<b>Classification:</b>	Level 10
<b>Reports to:</b>	Director Finance and Corporate
<b>Primary Location:</b>	Administration Office Building – 1 Bentley Street, Donnybrook, WA 6239

## OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

## POSITION OVERVIEW:

- Effectively lead and manage the Shire’s Finance and Customer Service business units; and
- Responsible for statutory financial management obligations of the Shire.

## POSITION OBJECTIVES:

### Financial / Accounting

This position is responsible for:

- > The Shire’s compliance with Part 6 (Financial Management) of the *Local Government Act 1995*; and
- > The Shire’s compliance with the Local Government (Financial Management) Regulations 1996; and
- > The Shire’s compliance with the Australian Accounting Standards; and
- > The preparation of the Annual Budget in accordance the *Local Government Act 1995*; and
- > The preparation of the Annual Budget Review in accordance *the Local Government Act 1995*; and
- > The preparation of the Annual Financial Report in accordance the *Local Government Act 1995*; and
- > The preparation of the Monthly Financial Report in accordance the *Local Government Act 1995*; and
- > The preparation of financial reports as required; and
- > Managing the day-to-day financial operations of the Shire in accordance with statutory requirements and Council policies; and
- > The management of the Shire’s Asset Registers; and
- > Effectively monitoring and reporting the actual financial performance against the budget; and



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## Financial / Accounting (cont.)

- > Coordinating external audits; and
- > Implementing agreed auditor recommendations; and
- > Developing and monitoring internal financial controls; and
- > The development and management of (Enterprise Resource Planning) ERP modules and other business applications relevant to the business unit; and
- > Reviewing budgetary requirements annually, ensuring integration with the Shire's Strategic plans; and
- > Ensuring the business unit complies with grant funding guidelines; and
- > Undertaking financial risk management assessments to advise the Director of impacts affecting financial risks as they are identified.

## Reporting Obligations

- > Ensure submission of financial reports and returns to Statutory and Regulatory Authorities in accordance with statutory timeframes; and
- > Review reports to Council and Executive Management highlighting any concerns in Council's operation, both in respect of budget implications and financial performance; and
- > Prepare reports as required.

## Leadership / Management

- > Provide leadership to the business units, encourage responsibility and initiative and foster an innovative work environment for all employees; and
- > Identify, schedule, deliver and be accountable for the execution and delivery of all major projects and initiatives within the business unit; and
- > Develop, implement and report on business unit performance standards; and
- > Maintain effective communication and relationships with the Director and business unit members' and
- > Ensure an attitude of inclusion and respect is at the forefront of all unit activities.

## Banking & Investments

- > Maintain day to day operations of the Shire's investment portfolio; and
- > Monitor and maintain adequate cash flow for the Shire.

## Customer Service

- > Ensure high levels of customer service in the business unit in accordance with the Shire Customer Service Charter.

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## General

- > Remain well-informed of relevant developments and new accounting requirements; and
- > Provide assistance to all business units of the Shire regarding costings, budgets and reporting; and
- > Facilitate the financial acquittals of grants as and when required; and
- > Attendance at Council meetings as and when required.

## Representations

- > Provide relevant background information as required to the Shire's legal representative on appeals and court matters; and
- > Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure the business unit remains informed and where appropriate participates in the processes which may impact on its activities; and
- > Liaise with relevant stakeholders on the issues, views, needs and policies of the business unit.

## Policies & Procedures

- > Review and develop business unit policies, procedures, manuals and management guidelines; and
- > Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Director of the progress in the implementation of activities; and
- > Assist in the review and implementation the risk management framework for business unit activities; and
- > Ensure all decisions made and directives given by the Director relating to the business unit are acted upon.

## Human Resource Management

- > Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees within the business unit; and
- > Lead and develop the business unit in a manner that encourages an environment of success, energy, professionalism and a culture of innovation; and
- > Implement best practice human resource management and ensure employees within the business unit are accountable for their performance; and
- > Coordinate the performance, training and development employees within the business unit; and
- > Ensure all staff are inducted and perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices; and
- > Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the business unit employees and volunteers; and
- > Ensure the application of the relevant policies, procedures and systems with regards to the *Work Health and Safety Act 2020*.



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## ORGANISATIONAL RELATIONSHIPS:

<b>Responsible for:</b>	a) Financial Services Business Unit b) Customer Service Business Unit
<b>Internal Relationships:</b>	All Shire of Donnybrook Balingup employees
<b>External Relationships:</b>	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, residents, media, and public.

## EXTENT OF AUTHORITY:

Under the direction of the Director Finance & Corporate, and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation.  
Delegated authority in accordance with the Delegations Register.

## POSITION BENEFITS:

<b>Rostered Day Off (RDO):</b>	Yes	<b>Vehicle:</b>	Yes
<b>Mobile Telephone:</b>	Allowance paid	<b>Laptop/computer:</b>	Yes
<b>Gym Membership:</b>	Yes	<b>Wellbeing Program:</b>	Yes

## CORPORATE RESPONSIBILITIES:

<b>Budget:</b>	Council adopted
<b>Code of Conduct:</b>	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
<b>Workplace Health and Safety (OH&amp;S):</b>	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
<b>Equal Opportunity:</b>	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

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## TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

<b>Shire of Donnybrook Balingup Induction:</b>	To be completed within one (1) week of commencement of employment as per contract.
<b>Workplace Health and Safety (OH&amp;S) Induction:</b>	To be completed within two (2) weeks of commencement of employment as per contract.
<b>Records System Training:</b>	To be completed within the first month of commencement of employment as per contract.
<b>Corporate Software (Synergy) Training:</b>	To be completed within the first month of commencement of employment as per contract.
<b>Local Government Induction Training:</b>	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

## ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.

## SELECTION CRITERIA:

### Essential Requirements

- > Experience in contemporary management and leadership practices which includes innovation, process improvement, best practice and effective organisation change; and
- > Tertiary qualification in accounting; and
- > Extensive knowledge of computerised accounting systems; and
- > Advanced financial reporting experience: and
- > Advance knowledge of the Australian Accounting Standards; and
- > Ability to think strategically and conceptually; and
- > Experience in managing corporate resources including people, budgets and other assets; and
- > Experience in corporate governance and compliance; and
- > Well-developed verbal and written communication skills with an ability to resolve conflict, negotiate and mediate; and
- > Well-developed time management skills.



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## SELECTION CRITERIA (cont.):

### Desirable Experience & Qualifications

- > Previous financial management experience in local government.

## ACKNOWLEDGEMENTS:

*The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.*

**Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.*

**Position Holder Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

