

POSITION DESCRIPTION



TITLE	Administration & Financial Services Manager
DEPARTMENT	Executive Services
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD / LEVEL	Contract – 3 years
REPORTING OFFICER	Chief Executive Officer
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

To be an active and positive member of Councils Executive Management Team. The Executive Team is required to provide leadership and management to the Bulloo Shire Council, whilst implementing effective strategies in delivering Councils Corporate and Operational plans.

The Executive Team is required to provide assistance to Councils skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle.

OBJECTIVES

The Administration & Financial Services Manager is responsible for the efficient and effective delivery of Admin & Financial Services which align with Councils vision & Objectives. To facilitate the administrative and financial functions of the Council in accordance with the Local Government Act 2009, Local Government Regulation 2012, AASB and other relevant legislation.

Acting as a reference point for staff in regard to aspects of financial functions of the Council.

KEY RESPONSIBILITIES

Management

- Ensure the regular evaluation of performance of both staff and department in accordance with established guidelines.
- Build and maintain relationships with internal and external customers and key stakeholders.
- Develop and present Departmental Budgets to the Chief Executive Officer for approval.
- Foster a culture within Council which attracts and retains skilled enthusiastic staff empowered through continuous learning and committed to quality service delivery in accordance with Council standards
- Build teams with complementary skills and actively participate in workforce planning
- Manage and support staff according to approved HR policies and procedures, set clear performance standards, deliver constructive feedback and manage all performance according to the Council's Performance Management System.
- Knowledge of Corporate and Operational Planning functions.
- Comprehensive knowledge of local government operations and procedures Comprehensive understanding of legislative requirements applicable to the role.
- Demonstrated ability to work as a member of the Executive Management Team and contribute to corporate outcomes.
- Experience in developing relevant departmental plans and frameworks which align with organisational strategy and support business operations.

Administration

- Manage reception duties and ensure there is a high level of customer service provided, including managing the Complaints Management process.
- Manage the creation, development and review of all Councils Finance policies.
- Prepare high level documents including submissions, reports and summaries.

Finance

- Manage all Finance functions including Procurement, Banking, Asset Management, Rates, Debtors, Creditors, Store Functions.
 - Ensure adherence to reporting deadlines and maintain accuracy, relevance, and completeness of financial information.
 - Preparation of financial statements, reports, and budgets.
 - Prepare consolidated Council reporting and planning activities including monthly forecasts, variance analysis, and annual budgeting.
 - Manage the Internal & External Audit process for Council.
 - To support, monitor and test individual team and personnel adherence ensuring internal control requirements, policies and procedures of the council are met.
 - Maintain accurate and up-to-date financial records using accounting software.
 - Facilitate and manage the operation of the store functions at the Depot.
 - Drive process improvements and efficiency initiatives within the department.
 - Provide training, leadership and assistance, when required, to other members of the finance team.
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Accounting

- Preparation of the Council's Annual Financial Statements and accrual financial statements for monthly General Meetings. To take Councils Accounts through to the completion of annual accounts ready for audit and the annual report, in compliance with the requirements of the Local Government Act 2009, Local Government Regulation 2012, Audit and Risk Committee & Financial Standards.
- Provide oversight of grant acquittals including preparation as required.
- Maintenance of the integrity of the Council's Accounting System.
- Responsibility for Council's Treasury function, including: arranging the application and repayment of borrowings; investment of surplus cash; and monitoring cash balances and review of monthly Bank Reconciliation.
- Preparation of statutory returns for Australian Bureau of Statistics, Department of Housing, Local Government and Planning, Grants and Grants Commission, and the Australian Taxation Office.
- Budget Preparation
 - o Preparation of annual budget with the Executive Management Team. Prepare guidelines and a timetable each year for the annual budgeting exercise consistent with Councils Corporate Plan, Asset Management and long-term forecast.
 - o Assist all Department Managers and other council employees in the formulation of their annual budget and revision.
- Undertake ad-hoc financial analysis

Other Duties

- To contribute actively to the requirements and achievements of the Corporate and Operational Plan.
- To seek and provide innovation and enhance efficiencies within Council processes.
- Ensure a high level of compliance to minimize risks to the Council's finance operations, people and resources
- Demonstrate a commitment to client service through own actions and those of staff.
- Any other duties relevant to the role as directed by the CEO relevant to your skills and qualifications.

Workplace Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Sound leadership skills with relevant knowledge and experience in the role's functions and responsibilities **(R)**
 - Excellent knowledge of Local Government and accounting principles **(R)**
 - A comprehensive understanding of Australian Accounting Standards and Accounting Concepts and their application in Local Government **(R)**
 - Ability to plan, prioritise and co-ordinate service delivery in a team-based environment to optimise productivity and staff satisfaction **(R)**
 - Ability to supervise team members and other staff or casuals assisting the team and provide on-the-job training and guidance, as required **(R)**
 - Demonstrated management and personnel skills capable of supervising and controlling financial resources **(R)**
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- Demonstrated high level of interpersonal communication skills **(R)**
 - Ability to reach objectives within a time frame **(R)**
 - Ability to resolve problems on the job **(R)**
 - Tertiary accounting qualifications recognised by Australian Professional Accounting bodies i.e. Certified Practising Accountants **(D)**
 - Minimum of 3 years' experience in an accounting role desirably within local government **(D)**
 - Formal management training or graduate qualifications **(D)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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