

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Manager Finance and Administration
DEPARTMENT	Finance and Administration
POSITION STATUS	Fixed Term Three (3) Years
AWARD	Not Applicable
CLASSIFICATION	Individual Contract of Employment
REPORTS TO	Chief Executive Officer
DELEGATIONS	As per Council's Delegation of Authority register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust** and **Teamwork**.

POSITION OBJECTIVE / OVERVIEW

The Manager Finance and Administration provides both operational and programmatic support to the Council – they will work with providing the Council, Chief Executive Officer, Director of Corporate and Community Services and the Director of Engineering Services with professional advice for the overall efficient management of Council's finances. This involves interaction between Council's customer base, regulatory bodies and the operational areas to ensure that the integrity of Council's financial accounting and budgetary systems, as well as all financial services, are delivered effectively and efficiently within reasonable Council and Customer expectations, and within regulatory and legislative requirements.

The Manager Finance and Administration will also provide advice on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.

KEY ACCOUNTABILITIES / DUTIES

Key Result Areas	Key Accountabilities	Performance Indicators/Outputs
Financial Operations	<ul style="list-style-type: none">• Manage the following financial operational areas to ensure efficiency and cost effectiveness of service delivery:<ul style="list-style-type: none">○ Revenue Services;○ Rates and Revenue;○ Accounts Payable;○ Financial Asset Management; and○ Budgeting and Strategic accounting.• Management & Financial Accounting;• Apply prudent financial management practices to ensure value for money in obtaining goods and services for Council;• Maximise the Return on Investment for Council Investment through a prudent and robust investment strategy.	<ul style="list-style-type: none">• Compliance with legislative requirements for contracts and tendering; and• Maximise Return on Investment, ensuring that it is greater than the Bank Bill Rate.

Key Result Areas	Key Accountabilities	Performance Indicators/Outputs
Management Reporting	<ul style="list-style-type: none"> • Monitor and analyse financial performance through monthly internal management variance reports; • Ensure continual improvement of internal reporting regimes to meet business requirements and achieve best practice; • Develop innovative costing methods and solutions, to enable in-depth analysis of cost drivers e.g. Activity Based Costing; • Prepare and present monthly departmental performance reports and instigate remedial action where necessary. 	<ul style="list-style-type: none"> • Monthly reports to be submitted within five (5) days of the End of Month to CEO and within ten (10) days of the End of Month to Executive; and • Errors rectified within three (3) days.
Statutory Financial Reporting	<ul style="list-style-type: none"> • Ensure the coordination of end of year accounting processes and prepare the annual financial statements in accordance with Australian Accounting Standards and relevant local government finance legislation; • Assist the CEO in the development and maintenance of Council's Strategic Long Term Financial Plans; and • Action outstanding matters arising from external and internal audit. 	<ul style="list-style-type: none"> • Unaudited financial statements to be prepared within statutory timeframes; • Financial Statements Unqualified and completed within statutory timeframes; and • Audit matters resolved in a timely manner.
Financial Systems & Policy Development	<ul style="list-style-type: none"> • Liaise with other Council Managers and Departments regarding Financial System requirements ensuring innovative development of accounting and reporting systems that meet end user needs and assist in decision making; • Develop financial policies required by legislation and best practice governance principles; • Maintain effective internal controls and policies to ensure the effective custodian management of Council resources; and • Undertake service efficiency reviews and recommend improvements that maximise returns. 	<ul style="list-style-type: none"> • 100% review of policies and processes annually; and • 100% review of internal controls and procedures within operational areas annually.
Asset Management	<ul style="list-style-type: none"> • Ensure the maintenance and management of complete and accurate asset registers in accordance with legislative requirements and Council policy; and • Develop in conjunction with Asset Owners, Asset Management Plans consistent with legislative requirements and best practice. 	<ul style="list-style-type: none"> • Regular monitoring of asset policy compliance; • Asset Register to be reconciled on a monthly basis; and • Work in Progress (WIP) to be appropriately reconciled and categorised.

Key Result Areas	Key Accountabilities	Performance Indicators/Outputs
Revenue Services	<ul style="list-style-type: none"> • Manage the following financial revenue areas to ensure efficiency and cost effectiveness of service delivery: <ul style="list-style-type: none"> ○ Rates and Property; ○ Debtors; and ○ Debt recovery. • Develop pricing model that ensures equitable distribution of rates and charges. 	<ul style="list-style-type: none"> • Revenue Policy completed annually in March/April.
Strategic Financial Planning	<ul style="list-style-type: none"> • Provide strategic financial advice to Management and Council; • Assist the CEO in developing and maintaining Council's Strategic Long Term Financial Plans; and • Undertake analysis of Cost Drivers and provide advice on appropriate actions. 	<ul style="list-style-type: none"> • Long Term Financial Plan to be completed annually in November/December.
Purchasing	<ul style="list-style-type: none"> • Develop, maintain and monitor compliance with Council's Procurement Policy. 	<ul style="list-style-type: none"> • Policies reviewed annually.
Customer Service	<ul style="list-style-type: none"> • Encourage the development of 'best practice' delivery of services to users, ensuring that services are client focused and cost effective; • Develop, monitor and review service level agreements; • Monitor and review the needs of internal and external customers; • Assess levels of customer satisfaction and take action accordingly; • Provide a high level of customer service to internal and external customers; and • Provide a high level of customer service to internal and external customers. 	<ul style="list-style-type: none"> • Outstanding correspondence to be satisfactorily addressed within ten (10) days; • Outstanding customer requests to be satisfactorily addressed within ten (10) days; and • As per Council's Customer Service Policy, procedure and Customer Service Charter.
Records Management	<ul style="list-style-type: none"> • Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> • As per Council's Customer Service Policy, procedure and Customer Service Charter.
Information Technology	<ul style="list-style-type: none"> • Overseeing the operational viability, integrity and usage of Council's technology, communication and associated information systems. 	<ul style="list-style-type: none"> • Ensuring information and communication systems are operational.
	<ul style="list-style-type: none"> • Other duties as directed. 	<ul style="list-style-type: none"> • Tasks are undertaken in an efficient and timely manner.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Skills

- High level of experience in Finance, Accounting, Administration or a similar discipline;
- Experience in leading finance teams that are motivated and achieving a high-level of performance;
- Ability to manage time, set priorities, plan and organise own work and that of subordinate personnel;
- Well-developed communication skills both oral and written including the preparation of reports to management;
- High level of proficiency in the use of various Council software and accounting system;
- Proficient computer skills with a working knowledge and an intermediate to high level of competency in: word processing; spread sheeting and desktop publishing (desirable) packages; and
- The provision of leadership, support, active promotion and facilitation of the Quilpie Shire Council's Workplace Health and Safety Management System throughout their areas of responsibility.

Knowledge

- Sound knowledge of Council's organisational structure and the functions and interrelationships of other Departments;
- Sound knowledge of Workplace Health and Safety Act; and
- Previous experience in local government – with high level of understanding of local government policies, procedures and information systems, particularly as they relate to financial matters.

Essential

- Tertiary accounting qualifications recognised by the Australian Society of Certified Practising Accountants;
- Minimum of five (5) years' experience in an accounting role;
- Demonstrated management and personnel skills capable of supervising and managing human and financial resources;
- Demonstrated high level of interpersonal communication skills; and
- Current Queensland 'C' Class Driver's Licence.

Desirable

- An excellent knowledge of Local Government accounting principles and human resource management; and
- A comprehensive understanding of Australian Accounting Standards and Accounting Concepts and their application in Local Government.

WORK ENVIRONMENT and PHYSICAL DEMANDS

This position is an indoor role and requires prolonged periods of sitting at a desk and operating a computer and telephone. The employee may be required to carry out some low-level physical tasks which may include manual handling, bending, kneeling, twisting, squatting and lifting.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable to adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

ACKNOWLEDGEMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /