



# POSITION VACANT

## Manager Finance and Administration (Re-advertised)

Three (3) Year Contract

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

### **Attractive remuneration package including Subsidised Housing**

Reporting directly to the Chief Executive Officer, this executive role is responsible for leading the effective operation of Council's administrative, finance and procurement functions, ensuring appropriate corporate governance is developed and maintained to meet legislative requirements and community expectations. The successful applicant must demonstrate a strong understanding of Local Government accounting practices and procedures, and have the necessary skills and experience to recommend changes which would facilitate better services to customers, improve efficiency, reduce costs and contribute positively to Council's Corporate Plan.

In addition to leading Council's financial functions, this leadership role is also responsible for the effective delivery of the administrative functions of customer service, records management and information technology.

The successful applicant will have previous leadership experience in operational and strategic financial management and proven knowledge of and experience in the application of local government financial management and administration. As a member of the Executive Leadership team, the incumbent will be responsible for fostering a positive workplace culture, promoting workforce development and maximising performance through effective individual and team management.

The successful applicant will be expected to exhibit and promote Council's corporate values, and this will be considered as part of the selection process.

### Mandatory Requirements

- 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 Drivers Licence.

### Desirable Requirements

- 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.

### Closing Date

4:00pm on Friday 29 October 2021

### How to apply

Applicants must refer to Council's website [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au) for details on how to apply and to view the Position Description. Applications should include an Applicant Cover Sheet, Cover Letter and Resume. This position has been re-advertised, previous applicants need not apply again.

13/10/2021

*Council is an equal opportunity employer*

Justin Hancock

Chief Executive Officer

(07) 4656 0500

[www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au)