

POSITION DESCRIPTION



Date: 11 May 2026

1. Position Identification

Title:	Manager Finance Strategy				
Position Number:	PE.RE.155	Level:	n/a	Agreement:	Contract
Department:	Corporate and Commercial Services				
Section:	Finance Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Chief Financial Officer
Direct Reports:	Property and Leasing Officer Procurement and Contracts Coordinator

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Chief Financial Officer, the Manager Finance Strategy leads the organisation's long-term financial planning, strategic budgeting, and financial performance frameworks.

The role provides high-level financial insight, modelling, and advice to support evidence-based decision-making across the organisation, ensuring council remains financially sustainable, compliant with legislative requirements, and capable of delivering community priorities.

This position also provides leadership to the organisation's contracts and procurement and property leasing functions ensuring effective management of financial resources and service delivery and compliance with Council policy and legislative and regulatory requirements.

5. Key Objectives

Act as a key strategic partner to the Executive Leadership Team (ELT), translating complex financial information into clear, actionable insights that shape policy, service delivery, and investment decisions.

Ensure effective and efficient management of contracts, procurement and property leasing functions in line with Council Policy and applicable legislation.

Accountability for preparation and delivery of the Annual Budget

Update and maintain the Shire Long Term Financial Plan in line with supporting strategic plans and proposed service levels.

Develop Business Cases for consideration of potential major projects

Drive improvements in financial systems, processes and service delivery.

6. Key Responsibilities

Strategic Finance

- Lead the development and continuous improvement of the Long-Term Financial Plan (LTFP).
- Align financial planning with the Strategic Community Plan, Corporate Business Plan, Asset Management Plans, Workforce Plan and other supporting strategies / plans.
- Provide scenario modelling, sensitivity analysis, and financial risk assessments to support strategic decision-making for major projects, business cases and investment proposals
- Monitor emerging economic, demographic, and regulatory trends impacting council finances
- Provide insights on cost drivers, service performance, and financial sustainability indicators
- Support procurement strategy and contract performance analysis where financial risk is significant

Annual Budget

- Development of the Annual Budget ensuring alignment with organisational priorities and compliance with accounting standards, regulations and policies.
- Develop and maintain a robust budget framework, including guidelines, timelines, and governance processes
- Provide strategic advice on rating strategy, fees and charges, and revenue optimisation
- Ensure transparency and accountability in budget reporting to Council and the community
- Develop and manage costing methodologies for allocation of overheads.
- Prepare Budget Variation reports for Council throughout the year in consultation with relevant department Managers.

Financial Performance and Reporting

- Prepare timely and high-quality financial performance reports, dashboards, and analytics

- Partner with business units to improve financial literacy and support evidence-based service planning
- Ensure data integrity and appropriate management of the enterprise reporting program (ERP).

Insurance

- Assist the Chief Financial Officer with annual insurance renewal questionnaires.
- Annual review of Council's insurance requirements and present the results of the review to the Executive Leadership Team for consideration to determine the extent and appropriateness of insurance coverage.

Procurement & Property Leasing

- Management oversight for Property leasing and Contracts and Procurement functions.
- Foundation knowledge to lead, assist and support officers in these roles.
- Support procurement strategy and contract performance analysis where financial risk is significant
- Lead and mentor the Coordinator Contracts & Procurement and Property Leasing Officer to build capability and manage workloads, performance and professional development.
- Maintain effective team performance through regular meetings and performance reviews

Systems and Process Improvement

- Support the administration and optimisation of financial management systems and related software
- Identify opportunities to streamline processes, improve data integrity and enhance long term financial planning capability

General

- Promote Strategic Finance objectives and provide guidance to all Shire staff
- Represent the Finance Department and work collaboratively with other managers and coordinators as part of the Organisation Leadership Team (OLT)
- Communicate complex financial concepts clearly to non-financial audiences
- Develop operational procedures and guidelines as they pertain to the position.
- Provide effective and confidential financial and administration support to the Chief Executive Officer, Chief Financial Officer, Human Resources and other Leaders.
- Maintain accurate records in accordance with the State Records Act

Other

- Other duties as requested.

7. Leadership Capabilities

- Develop a culture of teamwork both within the department and across the organisation.
- Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Strategic plan.
- Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.

- High level of personal integrity and self-awareness, seeks feedback, developmental opportunities and displays sound judgment in decision-making.

8. Risk Management and Workplace Health and Safety

Demonstrate a strong commitment to safe work practices and effective risk management in accordance with obligations under the **Work Health and Safety Act 2020 (WA)**, associated regulations, codes of practice and the Shire's policies and procedures.

This includes, but is not limited to:

- Ensuring, so far as is reasonably practicable, a safe working environment for employees, contractors, volunteers and visitors.
- Actively promoting and supporting a positive safety culture and leading by example in all work practices.
- Consulting and communicating with workers on matters relating to work health and safety.
- Identifying hazards within the workplace and ensuring appropriate risk assessments and control measures are implemented.
- Ensuring incidents, injuries and hazards are reported promptly and appropriately investigated to prevent recurrence.
- Ensuring workers are provided with appropriate Personal Protective Equipment (PPE) and that it is used where required.
- Ensuring safe systems of work are established, documented and followed.
- Ensuring employees are appropriately trained, competent and aware of their safety responsibilities.
- Ensuring appropriate supervision is provided to maintain safe work practices.
- Supporting and participating in injury management and return to work programs in accordance with relevant legislation and organisational procedures.

In addition, employees are expected to:

- Contribute to the effective implementation of the Shire's **risk management framework**.
- Identify, assess and report operational risks that may impact service delivery, safety, compliance or organisational objectives.
- Comply with all relevant legislation, policies, procedures and internal controls to support sound governance and risk management practices.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions.

9. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class Western Australian driver's licence (or be able to obtain within 3 months).
- Valid permanent Australian Work Rights.

Essential Requirements

- Tertiary qualifications in accounting, finance or commerce or relevant significant experience.
- CPA or CA professional membership (or progress toward)
- Strong analytical and modelling capability, including scenario and sensitivity analysis
- High-level understanding of relevant legislation, accounting standards, and financial governance frameworks
- Proven ability to lead financial planning, budgeting, and performance reporting processes
- Working knowledge of integrated planning and reporting (IPR) frameworks.

Desirable Requirements

- Previous experience in Local Government finance, rating, budgeting and procurement and leasing practices.
- Experience leading multidisciplinary teams
- Working knowledge of the *Local Government Act 1995* and related regulations.
- Project management and/or business case development experience
- Knowledge of asset management principles and infrastructure funding models
- Experience with enterprise reporting systems (ERP) used in Local Government

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.