

Manager Finance

Permanent full-time



EMPLOYMENT INFO PACK

POSITION: Manager Finance

JOB VACANCY NO: PE.RE.74

CLOSING DATE: Wednesday 10 February 2021

2 Truscott Crescent Exmouth WA 6707
PO Box 21 Exmouth WA 6707

Telephone: (08) 9949 3000 Facsimile: (08) 9949 3050
Email: humanresources@exmouth.wa.gov.au
Website: www.exmouth.wa.gov.au

Manager Finance

Permanent full-time



Working for the Shire of Exmouth

The Shire of Exmouth is a dynamic, progressive organisation with a highly motivated workforce that delivers quality services and facilities to the community. We employ around 80 staff and provide an exceptional and committed service. We create an environment where every employee has an opportunity to succeed.

Work / Life Balance:

- Flexible working hours with a Rostered Day Off (RDO) agreement available for some departments
- 5 weeks annual leave per year
- Personal leave/Parental leave

Health Incentives:

- Discounted Partridge Memorial Swimming Pool pass for permanent full time and part time employees.
- Access to the Shire's health and wellbeing program, such as skin checks and flu vaccinations.

Attractive Superannuation:

The Shire of Exmouth offers attractive additional superannuation benefits on top of the statutory contribution in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Pristine Location:

The Shire of Exmouth is situated 1,270 kilometres north of Perth, on the tip of the North West Cape in Western Australia. Covering 6,504 km² the district is bordered by the Exmouth Gulf and the pristine Ningaloo Coast World Heritage area. Exmouth is one of the few areas in Australia that can boast the reef to range experience.

The Ningaloo region is famous for its pristine beaches perfect for camping, snorkelling, fishing, water sports or simply relaxing and soaking in the superb scenery. The region offers extraordinary year-round wildlife experiences with whale sharks, humpback whales, turtles, manta rays and much more.

Exmouth town:

Exmouth is a small town with a population of approximately 2500 people. Every year, in the winter months the number of visitors arriving in Exmouth triples the resident population.

While the town was founded around defence industries, tourism is now the largest industry in the Shire with eco-tourism development experiencing significant growth.

Other industries that contribute significantly to our local economy include defence, government services and industries to support the offshore oil and gas industry, tourism support services such as hospitality and accommodation along with fishing, pastoral, aquaculture, light engineering and construction.

Make a difference:

Working for the Shire of Exmouth can give you a sense of satisfaction and provide the opportunity for a diversity of work experience that has a direct effect on your local community and environment.

Manager Finance

Permanent full-time



Manager Finance

The Shire of Exmouth (Shire) has an exciting opportunity for a Manager Finance to join our Corporate Services team.

Reporting to the Executive Manager Corporate Services, this senior leadership position will be accountable for the delivery of a range of corporate services functions and will assist with the management of the Shire's financial statements and reporting requirements.

The role may include, but will not be limited to provision of the finance function, which includes payroll, accounts payable/receivable, management of rates, financial statements, budget and management reporting within the Shire.

The successful applicant will possess a tertiary qualification in accounting, finance or commerce with a minimum of 2 years' experience in a similar role.

A membership of a recognised professional body of accountants and previous experience in Local Government will be highly regarded.

If you want to be part of the Shire's senior leadership team and mentoring a team of finance officers promoting a strong team culture and skills development, we want to hear from you!

The Manager Finance role will be offered to the successful candidate on a full-time basis and is classified as Level 11 under the Shire of Exmouth Enterprise Agreement 2017.

The position attracts a rostered day off on the basis of a 19-day month and is entitled to a Shire housing allowance and attractive Superannuation benefits. Relocation assistance may be considered for the right candidate in accordance with Council policy.

The Shire of Exmouth is an equal opportunity employer!

Cameron Woods
CHIEF EXECUTIVE OFFICER

Manager Finance

Permanent full-time



How to Apply:

Completed job applications are to be submitted to humanresources@exmouth.wa.gov.au or to the Shire of Exmouth office.

We can only accept electronic applications emailed in Word or PDF format or alternatively submit a printed application.

Mark all correspondence: Private and Confidential

Attention it to: Human Resources

Deliver it either by: Post: Shire of Exmouth, PO Box 21, EXMOUTH WA 6707
Hand: Shire of Exmouth, 2 Truscott Crescent, EXMOUTH WA 6707

Email: humanresources@exmouth.wa.gov.au

For enquiries about this position please contact Gollie Coetzee (Executive Manager Corporate Services) on (08) 9949 3000.

Application Deadline:

Applications for this position are to quote (PE.RE.74) and are to be received no later than **4:30 pm Wednesday, 10 February 2021.**

Position Details:

Manager Finance

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following documents:

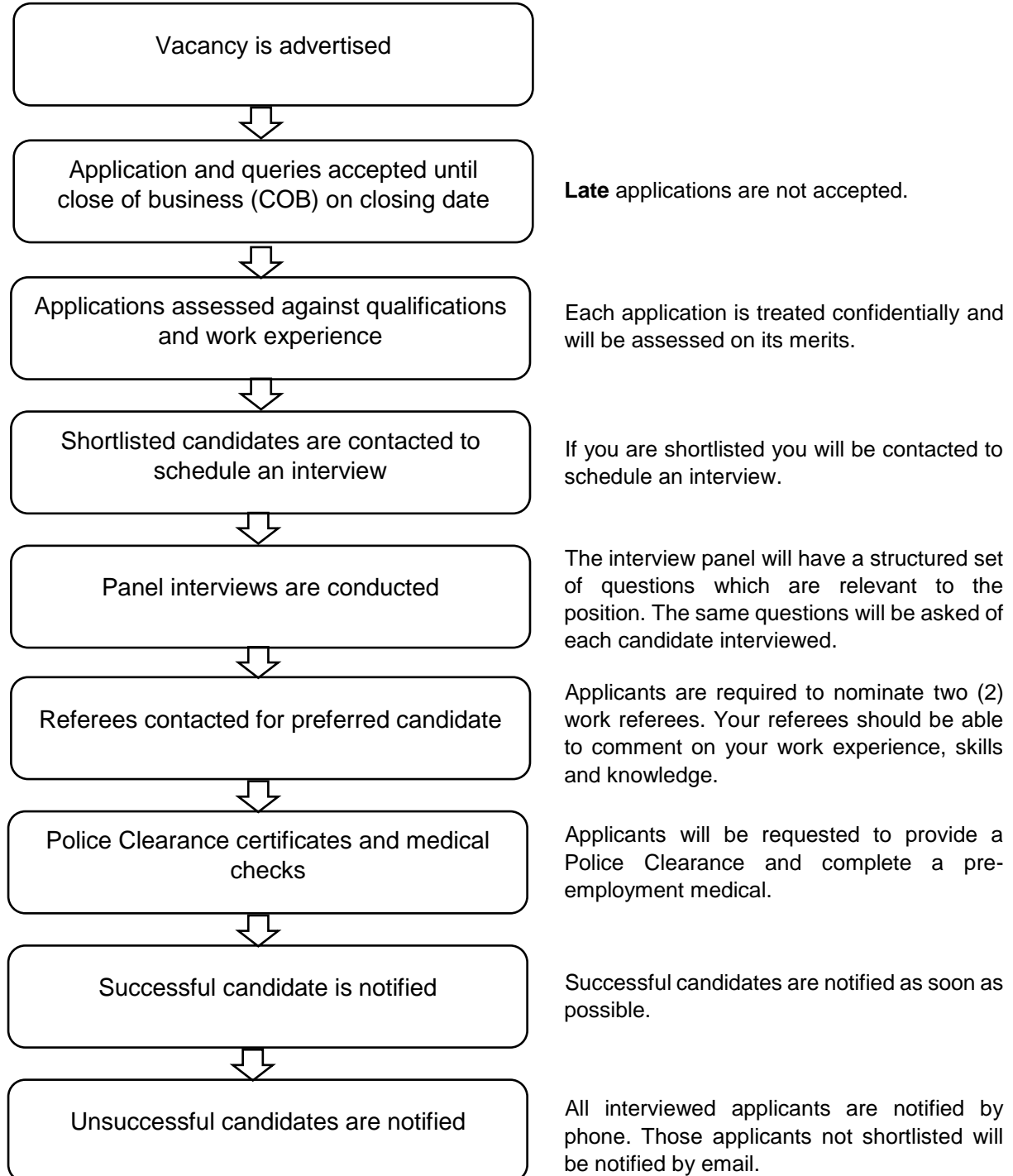
1. **A cover letter** outlining why you believe you are the best applicant for this role.
2. **A current resume** with the details of your previous work history, qualifications and other competencies including knowledge, skills and abilities you think are relevant to the position.
3. **A completed application form** contained at the end of this job application package.

Manager Finance

Permanent full-time



The Recruitment / Selection process:



Withdrawing your application: Should you for any reason want to withdraw your application from the process, simply send advice to the Shire in writing, stating your name and the vacancy number.

Manager Finance

Permanent full-time



Annual Remuneration Package*

Annual Salary	\$ 87,608
Total base salary	\$ 87,608
Mobile Phone Allowance	\$ 540
Housing Allowance	\$ 18,200
Total cash component	\$ 106,348
Superannuation guarantee 9.5%	\$ 10,052
Council Scheme** 5%	\$ 5,290
Total Package Value (p.a.)	\$ 121,690

* In accordance with Shire of Exmouth Enterprise Agreement 2017

** Subject to employee contributing a minimum 5%

Hours of Work:

This position is based on 76 hours a fortnight and entitled to a 19-day month rostered day off (RDO) arrangement.

Annual Leave:

Full-time/part time employees will be entitled to five (5) weeks annual leave.

Part-time employees will receive a pro-rata portion of the annual leave entitlement according to their hours worked. Casual employees are not entitled to paid annual leave.

Superannuation:

The Shire of Exmouth currently contributes additional superannuation on top of the statutory contribution in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Probationary Period:

The appointment is subject to a probationary review in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Code of Conduct:

All staff must carry out their duties in accordance with the Shire of Exmouth Code of Conduct for Elected Members (Councillors) and Staff as varied from time to time.

Manager Finance

Permanent full-time



Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police.

People with criminal records are not automatically excluded from the recruitment process. Each application will be considered on its merits.

Pre-Employment Medical:

This position is subject to a medical clearance to ensure the successful applicant can meet the inherent requirements of the position. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Exmouth.

Pre-existing illnesses will not automatically exclude candidates from the recruitment process.

Drug & Alcohol Testing Requirement:

The preferred candidate will be required to undertake a pre-employment drug and alcohol screen prior to an offer of employment. The Shire of Exmouth has an ongoing drug and alcohol testing and program in place.

Equal Opportunity:

The Shire of Exmouth is committed to equal opportunity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

Manager Finance

Permanent full-time



Position Description:

POSITION DESCRIPTION

Date: 8 January 2021



1. Position Identification

Title:	Manager Finance				
Position Number:	PE.RE.74	Level:	11	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate Services				
Section:	Finance				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Executive Manager Corporate Services
Internal relationships:	Human Resources Corporate Services Executive Managers CEO All Staff
External relationships:	Government departments Financial Institutions Auditors
No of Direct Reports:	Finance Officers (x3)

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.

Manager Finance

Permanent full-time



4. Role Purpose

Reporting to the Executive Manager Corporate Services, the Manager Finance is accountable for the delivery of a range of functions for the Shire of Exmouth including but not limited to provision of the finance function, which includes payroll, accounts payable/receivable, management of rates, financial statements and management reporting in accordance with the requirements of the Local Government Act 1995 and Regulations.

Assist the Executive Manager Corporate Services with the management of the Council's financial statements and reporting requirements in accordance with the Australian Accounting Standards.

Effectively manage and mentor a team of finance officers promoting a strong team culture and skills development across the finance area.

5. Key Objectives

To assist the Executive Manager Corporate Services in maintaining Council's financial records in accordance with accounting standards along with the requirements of the Local Government Act 1995 and associated regulations.

To ensure effective and efficient management of payroll, rates, accounts payable/receivable in accordance with Council Policy and applicable legislation.

To ensure the monthly financial reports are prepared in a timely manner for Council and assist the Executive Manager Corporate Services in preparation of Annual Budget, Mid-Year Budget review and Annual Financial Statements.

Provide support to managers in relation to their management reporting requirements.

To ensure the annual financial audit is fully compliant.

To support other areas of finance when required.

6. Key Responsibilities

Budget

Prepare the annual budget, including the statutory document, fees & charges and ensuring compliance with accounting standards, regulations and policies

Undertake budget reviews in consultation with Managers.

Support the Executive Manager Corporate Services with the development of the long-term financial plan and any other forecasting models that may be required.

Financial Management and Reporting

Prepare Council's Monthly Financial Report, ensuring compliance with accounting standards, regulations and policies.

Prepare Council's annual financial report in consultation with the Executive Manager Corporate Services, ensuring compliance with accounting standards, regulations and policies.

Provide up to date financial and management reports as required.

Manager Finance

Permanent full-time



Finance

Ensure data integrity and appropriate management of the financial accounting software.

Responsible for reconciliation of all bank accounts, loans and term deposits.

Ensure compliance of Council's accounting Policies and Practices and with legislation requirements.

Ensure all subsidiary ledgers balance with their General Ledger Controls.

Develop and manage costing methodologies for allocation overheads.

Supervise the maintenance of creditors and debtors ledger and ensure that grants, community loan repayments etc. are recouped.

Preparation of Fringe Benefit Tax return.

Reconcile GST account and prepare the Business Activity Statement on a monthly basis.

Ensure audit files are maintained and updated prior to Auditors visit.

Provide accounting advice and leadership to the finance team with a commitment to multi-skilling and providing support.

Identify process improvement opportunities, provide recommendations and implement.

Ensure integrity of the chart of accounts (COA) is kept.

Analyse and monitor cash reserves and investments.

Asset

Ensure agency capital assets meet compliance requirements including valuation, depreciation schedules and asset register maintenance.

Insurance

Responsible for the processing of insurance claims.

Assist the Executive Manager Corporate Services in preparing a draft annual review of Council's insurance requirements and present the results of the review to the Chief Executive Officer for consideration to determine the extent and appropriateness of insurance coverage.

Payroll

Responsible for the management of the payroll function.

Seek and implement opportunities for business improvement and streamlining processes.

Responsible for the annual reconciliation and reporting single touch payroll data to the Australian Taxation Office.

Ensure streamlined information and processes are established and maintained with the human resources function.

Rates

Responsible for the management of property and rates databases including pensioner and senior information.

Responsible for Property End of Year processing and ensuring that all appropriate reconciliation and reports are run.

Manager Finance

Permanent full-time



General

Ensure that Council has appropriate resourcing and skills available to ensure continuity of service.

Provide assistance to staff in obtaining information for the computerised accounting system.

Provide other sections within the organisation with regular reports and budget updates.

Preparation of statistical returns.

Ensure that subsidiary registers are accurately maintained.

Develop operational practices and guidelines as they pertain to the position.

To provide efficient and confidential financial and administration support within the Administration / Finance Department to the Chief Executive Officer, Executive Manager Corporate Services, Human Resources and other Leaders.

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

8. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice that is compliant with Duty of Care requirements under the OH&S Act 1984 and other relevant regulations, codes of practice and guidance notes. These include but are not limited to the following:

- Providing a safe working environment that is free of hazards for employees, volunteers, contractors and visitors;
- Actively promoting a safe and healthy workplace and lead by example;
- Consulting with workers on all safety related activities;
- Ensuring all identifiable hazards are risks assessed and control measures are in place to manage and/ or eliminate;
- Ensuring all incidents within their work area are reported and adequately investigated to prevent recurrence;
- Ensuring employees are provided Personal Protective Equipment (PPE) and use it;
- Ensuring employees have safe methods of performing the required tasks and those methods are documented;
- Ensuring employees are adequately trained and assessed as competent for relevant tasks;
- Ensuring employees are adequately supervised; and
- Actively promoting and participating in the Work Injury Management Program of relevant employees.

Manager Finance

Permanent full-time



9. Other Requirements

Understands the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supports diversity and a culturally sensitive workforce.

Champion and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

10. Qualifications and Work Experience

Essential

- Tertiary qualification in accounting, finance or commerce or relevant significant experience.
- Minimum 2 years in similar role.
- Experience of computerised accounting software.
- Developed numeracy and accounting skills.
- Working knowledge of Microsoft Office software.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Membership of a recognized professional body of accountants (CA or CPA)
- Previous experience in Local Government.

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Australian Work Rights

11. Authorisation Process

Authorisation Process			
Title:	Print Name:	Signature:	Date:
Acting CEO	Matthew Bird		11/1/21
Manager HR& Governance	Kathleen Fish		11-1-2021.
Executive Manager	Gollie Coetzee		11/1/2021.
Employee			

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.

Manager Finance

Permanent full-time



Application Form:

Email or print this form (all three (3) pages) when complete to submit with your Resume and Covering letter. (Applications not received in full will not be accepted)

Your Name:	
Position Title:	Manager Finance
Vacancy Number:	PE.RE.74
Your daytime contact number:	
Your current residential address:	
Tick option on how would you like to be informed and give details:	<input type="checkbox"/> Email - <input type="checkbox"/> Post -

REFEREES

You are required to provide the names and contact details of a minimum of 2 referees who can provide feedback about your work performance. **Referees preferably should be your current or most recent supervisor.** It is a requirement that information provided by an applicant can be verified by referees before an appointment is made.

Referee Number 1

Name:	
Organisation:	
Position:	
Contact Number:	

Referee Number 2

Name:	
Organisation:	
Position:	
Contact Number:	

Manager Finance

Permanent full-time



LICENCE

Please list your current licences to successfully carry out this position.

Licence Type	Licence Number	Expiry Date

CURRENT EMPLOYMENT

Are you a Local Government employee?

Yes - (complete [Section A](#))

No - (complete [Section B](#))

Section A

Position Title:

Employment Status:

Permanent Contract

Date Appointed:

Section B

Current Employment (Position):

Current Employer:

Date Commenced:

Manager Finance

Permanent full-time



HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking duties of the position you are applying for?

Yes No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the Shire. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

Shire of Exmouth EMPLOYMENT DECLARATION

Please circle or underline your response to the following:

- | | | |
|--|-----|----|
| 1. Are you an Australian citizen?
If yes skip to Q4 & provide proof of citizenship | Yes | No |
| 2. If not an Australian citizen, have you been granted permanent residency? | Yes | No |
| 3. Are you legally permitted to work in Australia?
(Please provide a copy of your working visa) | Yes | No |
| 4. Have you previously been employed by the Shire of Exmouth? | Yes | No |
| 5. How did you hear of this vacancy?
<input type="checkbox"/> Shire Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Noticeboard <input type="checkbox"/> Other _____ | | |

Please tick to indicate your acknowledgement:

- I understand employment with the Shire is subject to the satisfactory completion of a probationary period or extended period should this arise.
- I have read, understood and responded to the above information. To the best of my knowledge and belief, it is true and accurate in every detail.
- I understand the Shire reserves the right to verify all information contained in this application. Any false information may be sufficient cause for my rejection of an applicant or dismissal if employed.
- I understand that should I be successful my employment is subject to a medical examination by a doctor nominated by the Shire, and a police clearance. I authorise disclosure of the results of these documents to the Shire.
- I consent to any reference checks which may be necessary to support this application.

SIGNATURE of Applicant

Date