



## **Position Description**

### **Finance Manager**

# VALUE–YORK

## PRINCIPLES

We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:

- are nimble and dynamic
- demonstrate initiative, are accountable for our actions and responsibilities
- are open to partnerships
- demonstrate our pride in our work and community
- model mutual respect and are inclusive, welcoming all people
- are transparent in how we do things
- work hard on building our resilience

These Principles are supported by the values of the Shire:



**Empathy**



**Courage**



**Respect**

## Aspirational Value



**Excellence**



## Position Description: Finance Manager

Position Number Y012

**Purpose:** To coordinate, manage and control financial systems, policies and procedures for the Shire to meet organisational needs and legislative compliance, while managing and supervising the Finance Team. This includes the provision of information and financial reports as required in a timely manner and liaising with other departments to ensure the Shire's financial position is reflective of all information available.

### Role Responsibilities

- Ensure effective management of the finance team.
- Monitor financial activities and report variances to Council and the Executive.
- Prepare Council reports including mandatory reporting requirements.
- Bank reconciliations and monthly Business Activity Statements.
- Month end balancing including Activity Based Costings and plant recoveries.
- Assist with annual insurance reviews.
- Management of loans, financial reserves and investments.
- Prepare Finance and Costing Review (FACR) quarterly report and mid-year budget review.
- Attend Council Briefings and Audit & Risk Committee meetings as required.
- Prepare and compile annual budget.
- Develop Long Term Financial Plan.
- Prepare annual financial reports.
- Participate in Integrated Planning and Reporting as required.
- Assist with grant preparation and acquittal (WA Local Govt Grants Commission, Roads to Recovery and other grants).
- Chair the Risk Working Group bi-monthly meetings.
- Undertake reviews of financial assets, revaluations & depreciation.
- The Council is committed to Occupational Health and Safety in all areas of Council's operations, and requires you to comply with the requirements of the Section 20 of the OSH Act WA.

### Performance of Duties

- Work to support the cultural values of the Shire of York.
- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the Equal Opportunity Act, 1984 and amendment 1992 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire Policies.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.

**Essential**

- Financial Management qualifications or extensive experience in a similar role.
- Demonstrated knowledge of Local Government Act 1995 and other legislation relevant to financial management.
- Advanced computer skills with experience in the use of spreadsheets, computerised procurement, payroll, record keeping and word processing.
- Advanced oral and written communication skills including report writing.
- Ability to communicate at all levels of the organisation.
- Demonstrated analytical, time management, problem solving and prioritisation skills.
- Demonstrated commitment to ongoing professional development.
- Demonstrated staff supervision skills and experience.
- Police Clearance.
- "C" Class Driver's License.

**Desirable**

Previous experience in the Local Government industry in a similar role.  
Formal Accounting Qualifications.

**Level of Authority and Organisational Relationships*****Reports to:***

Executive Manager Corporate and Community Services

***Direct Reports:***

Finance Officer - Rates and Debtors  
Finance Officer - Creditors  
Finance Officer - IT and Payroll Comm

***Extent of Authority:***

Those provided by written delegations of authority or CEO / Executive Manager directives.

***Internal Liaisons:***

- Shire President and Councillors
- CEO and Executive Managers
- Executive Support Team
- Managers and Professional staff
- Shire Staff in general
- Contractors and Consultants

***External Liaisons***

- Department Local Government, Sport & Cultural Industries
- WALGA
- Other Shire Councils
- Residents and Ratepayers
- Community Groups
- Government Agencies

**Conditions of Employment:** Full Time  
**Position Location:** Shire Administration

**Classification:** Negotiated Contract Inside Staff EBA

**Position and Conditions Acceptance**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Manager Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Last Position Description Review

Date: / /

Next Review Due

Date: / /