

FINANCE MANAGER



Position:	Finance Manager
Classification Level:	Level 9 plus 9.5% Superannuation
Temporary:	Full time Temporary Position (12 months)
Reports to:	Chief Executive Officer

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory. The Regional Council has been formed by the demerger of the Victoria Daly Regional Council. It includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 2778.

Personal Attributes

Ethical behaviour – this position will have access to sensitive information. It is imperative that the Finance Manager displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service – all work performed by the officer needs to be of the highest quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

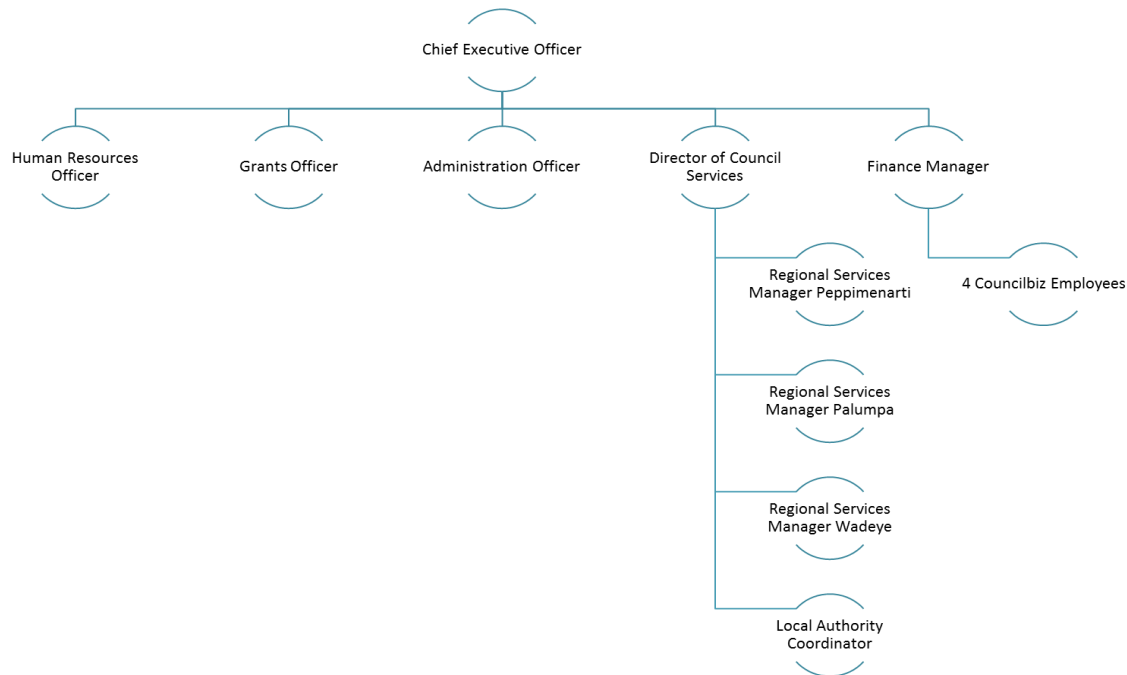
Summary of Position

This position is responsible for the financial management of the Council, including accounting, taxation and financial reporting requirement activities whilst adhering to relevant statutory legislation and Council policies and procedures.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Regional Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
Elected Members	
All Council Staff	Consultants
Local Authority Members	Community members

Organisational Relationship



Specific Duties

1. Provide high level management advice and guidance to the Executive, Senior Management and Staff on financial and budget matters.
2. Assist with the preparation of Council's Business Plan including budgets, performance targets and indicators.
3. Responsible and accountable for Council's finances, budgets, and long-term planning.
4. Provide monthly financial reports to Council and ad hoc financial reports as required in a timely manner.
5. Prepare all statutory financial reports to Council and relevant government departments. Ensure these are accurate and submitted in a timely manner.
6. Supervision of all accounting functions including the maintenance of general ledgers, bank reconciliations, account reconciliations, BAS Statements, PAYG remittances, asset registers and depreciation schedules.
7. Manage the preparation for audits, cash flow forecasting, budgets and reporting.
8. Responsible for decisions affecting the delivery of financial and accounting services to funding bodies and Council.
9. Manage the finance and accounting activities of the Council to ensure compliance with the *NT Local Government Act* and other relevant legislation.
10. Preparation of financial data for grant reporting on an ongoing basis.
11. Development and ongoing maintenance of the Council's financial policies and procedures.
12. Monitor and report on the effectiveness of financial management activities, policies and plans to enhance the agency's strategic, business and cultural development.
13. Participate and be an active member of the Executive Team.
14. Maintain a safe working environment and ensure Workplace Health and Safety regulations are adhered to.
15. Ensure the policies and procedures of the Council are adhered to.
16. Other tasks as required by the CEO.

Selection Criteria

Essential

Accountability & Authority

- This position reports directly to the CEO.
- Responsible and accountable for the effective management of the finance department.
- Demonstrated experience in all areas of financial management, including audit compliance, financial statements, managing budgets and reporting strategies.
- Ability to provide expert advice to Council, the Executive Team and key stakeholders on the financial performance of the organisation.

Judgement & Problem Solving

- Participate in executive level decision making and assist in problem solving.

Specialist Knowledge & Skills

- Sound knowledge of the requirements of Australian Accounting Standards and taxation law.
- High level of knowledge of local government and the statutory requirements of the *NT Local Government Act*.
- High level of analytical and business acumen skills.

Management Skills

- Ability to effectively manage competing priorities in a timely manner.
- Provision of high level management advice to the executive team.
- Ability to liaise with external stakeholders and oversee the financial responsibilities undertaken by external contractors.

Interpersonal Skills

- Good communication and interpersonal skills, including the ability to interact as a professional manager at all levels of the organisation, members of the public and other external parties.
- An ability to interact effectively with people of different cultures.

Qualifications & Experience

- Tertiary qualification in accounting or commerce with relevant experience in a multi-dimensional organisation.
- CPA or CA qualification, or currently studying towards this.
- NT Driver's Licence.

Desirable

1. Knowledge of Tech1 software system.

Key Performance Measures

A 12 month operational plan, including performance measures will be developed within the first three months of employment.

Approval

This appointment is a temporary full time (12 month contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Chief Executive Officer

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