



Position Description



Position Title: Manager Financial Services	Job Level: Contract	Reports to: Director Corporate Services
<p>Our Vision: A nationally significant friendly city where people are proud to call home.</p> <p>Our Values:</p> <p>Quality – We strive for excellence and take pride in everything we do. We challenge our thinking and look beyond the obvious.</p> <p>Unity – We work as one team and actively share our ideas and information across the organisation.</p> <p>Integrity – We are honest and ethical in everything we do, fostering transparency and promoting public trust and continued confidence.</p>		
<p>Role Purpose: The Manager Financial Services is accountable to the Director Corporate Services for the provision of strategic financial advice for the Town of Port Hedland, management of the Town's financial operations, long term financial planning and leadership of the Financial Services team to ensure delivery of an efficient and effective financial services function for the organisation.</p>		
<p>Accountabilities:</p> <ul style="list-style-type: none"> ▪ Ensure effective management and leadership of the Financial Services team in accordance with the Town's Values ▪ Deliver a customer-focused, accurate, timely and efficient financial operations management function for the organisation ▪ Manage the development of the Town's 10 year long term financial plan and contribute to the Town's long term asset management strategies ▪ Responsible for the preparation and audit of the Town's annual financial statements in accordance with Australian Accounting Standards and local government legislative requirements ▪ Work with the Asset Strategy and Property team to ensure timely revaluation of assets for inclusion in annual financial statements ▪ Overall responsibility for the preparation of the Town's annual budget, rating strategy and modelling, monthly budget reports, and quarterly budget reviews ▪ Manage the administration of the Town's taxation obligations, including FBT and GST ▪ Promote the continuous improvement of the Town's financial information systems and processes ▪ Manage the Town's cash flow requirements including administration of loan and investment portfolios and grant funding ▪ Provision of sound financial advice to the Executive Leadership Team, Elected Members and Town Officers ▪ The Manager will ensure the implementation of and compliance with the Town's Occupational Health and Safety (OHS) system, audit programmes and audit findings within the Workplace under their control and in line with the relevant OH&S Act, Regulations, Codes of Practice, Policies and Procedures. This may be through direct supervision or delegation and follow-up. The Manager will ensure that the recommendations from audits will be implemented in respect of the Health and Safety of themselves and the Health and Safety of other persons in the workplace including contractors and visitors. ▪ Participate in the creation and promotion of workplace values to establish a fair and positive work culture ▪ Ensure all information is captured within the Town's management and/or record keeping system ▪ Other duties as required by the Executive Leadership Team within the scope of this role 		



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Essential Experience:

- Tertiary qualifications in Accounting/Commerce/Financial Administration
- Extensive experience in a senior financial management role in a medium to large organisation
- Comprehensive knowledge of Australian Accounting Standards
- Comprehensive understanding of GST, FBT and other taxation legislation
- Proven ability to lead and manage a team to provide high quality financial support in a timely and accurate manner
- Experience in the preparation and management of annual budgets, long term financial plans, annual financial reporting, and monthly and quarterly financial reviews
- Demonstrated experience in identifying and implementing process improvements
- Exceptional written and verbal communication skills
- Advanced skill level with Microsoft Excel and other data analytic tools
- Demonstrated experience in providing excellent customer service

Desirable Experience:

- Extensive local government financial management experience
- Sound understanding of the local government legislative framework
- CPA/ICAA membership

Internal Relationships:

- Mayor and Elected Members
- Executive Leadership Team
- Director Corporate Services
- Financial Services Team
- Town Officers

External Relationships:

- Council's auditors
- Other local authorities
- Residents and ratepayers
- Suppliers and contractors
- Government authorities and departments
- Financial institutions
- WA Local Government Association

Position Requirements:

- National Police Clearance
- Pre-Employment Medical
- Drivers Licence



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**Key Performance Indicators:**

To be agreed to between the successful candidate and the Director Corporate Services

Employee Name: _____

Manager Name: _____

Employee Signature: _____

Manager Signature: _____

Effective Date: 8th April 2015



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