



CARPENTARIA SHIRE

Outback by the Sea[®]

POSITION INFORMATION

MANAGER FINANCE AND ADMINISTRATION

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Manager Finance and Administration

- Make your mark in this pivotal leadership within council!
- Live and work in a picturesque part of Australia where the outback meets the sea®
- Generous remuneration package with cash component circa \$120, 000 plus subsidised housing and salary sacrificing options!
- 3 year contract on offer!

About the Organisation

The Carpentaria Shire Council is committed to working hard, providing strong leadership and transparent governance for the Carpentaria community. The Council is dedicated to delivering financially sustainable services, efficient allocation of resources, as well as managing infrastructure to improve the social wellbeing of those living in the region.

About the Region

Located on the Savannah Way in North Western Queensland, in the south eastern region of the Gulf of Carpentaria, Carpentaria Shire covers over 64,000 km² and has the two townships of Normanton and Karumba.

About 700km from the nearest big city centre in Cairns, Carpentaria Shire has a friendly, laid-back lifestyle and is a place where children still ride their bikes down to the river to go fishing after school without parents having to worry as they would in the larger towns and cities.

Carpentaria Shire is the traditional country of the Gkuthaarn, Kukatj and Kurtijar people. It has a population of approximately 2,400 with the countryside ranging from vast inland plains to mangrove forests, deltas and saltpans along the coastal areas of the Gulf.

This is the accessible outback! Access to the Gulf is via the Savannah Way from Cairns or the Burke Developmental Road from Mt Isa. There are airports at both towns, with regular flights to Cairns and Mt Isa from Normanton. With excellent road infrastructure you can travel around the local area in comfort and discover all the natural beauty this part of the world has to offer. Whether you are in Normanton or nearby Karumba, you will welcome the wonderful laid back atmosphere and friendly locals who are always willing to chat over a beer at one of the local hotels.

About the Opportunity

Carpentaria Shire Council has an exciting opportunity for a **Manager Finance and Administration** to join its friendly team in Normanton, QLD.

This management position is responsible to the Director Corporate Services and plays a critical role in shaping the overall financial performance of Council through the effective management of the Finance Section and fostering key relationships with Senior Council staff, Councillors and external stakeholders. As an inspiring leader and natural communicator your ability to build confidence and credibility will play a vital role in ensuring you quickly develop strong stakeholder engagement and trust.

As the leader of Council's financial team you will be responsible for directing the overall financial affairs of Carpentaria Shire Council and strategically developing policy to maximise revenue from investments, including overseeing Council's large capital works program.

Supported by a small team of experienced operators, your day-to-day duties will include, but not be limited to:

- Overseeing revenue management requirements, specifically those relating to rates/charges, and associated debt collection, ensuring performance standards are maintained;
- Preparing Council's financial statements and associated information for the Annual Report and Coordinate the Council's Grant Commission Return and organising all Grant acquittals;
- Managing and reviewing Council's internal control procedures in the organisation and liaise with Council's external auditors to ensure compliance with the relevant legislation and standards;
- Participating in the development and policy making of Council's corporate objectives, in particular those related to good governance;
- Ensuring appropriate development, co-ordination, integration and provision of Integrated Planning and Reporting skills and processes;
- Overseeing preparation of operating and capital expenditure budgets and programs;
- Managing financial operations in relation to commercial agreements; and
- Preparing of quarterly budgets reviews.

To be successful in this role you will hold degree-level qualifications in accounting or related field with CPA/CA membership desirable. The role calls for a unique blend of strategic vision, operational excellence and commercial astuteness. You will already have proven yourself at a senior financial management/accounting level within a similar environment where the emphasis was on innovation, continuous improvement, results-driven outcomes and long term strategy.

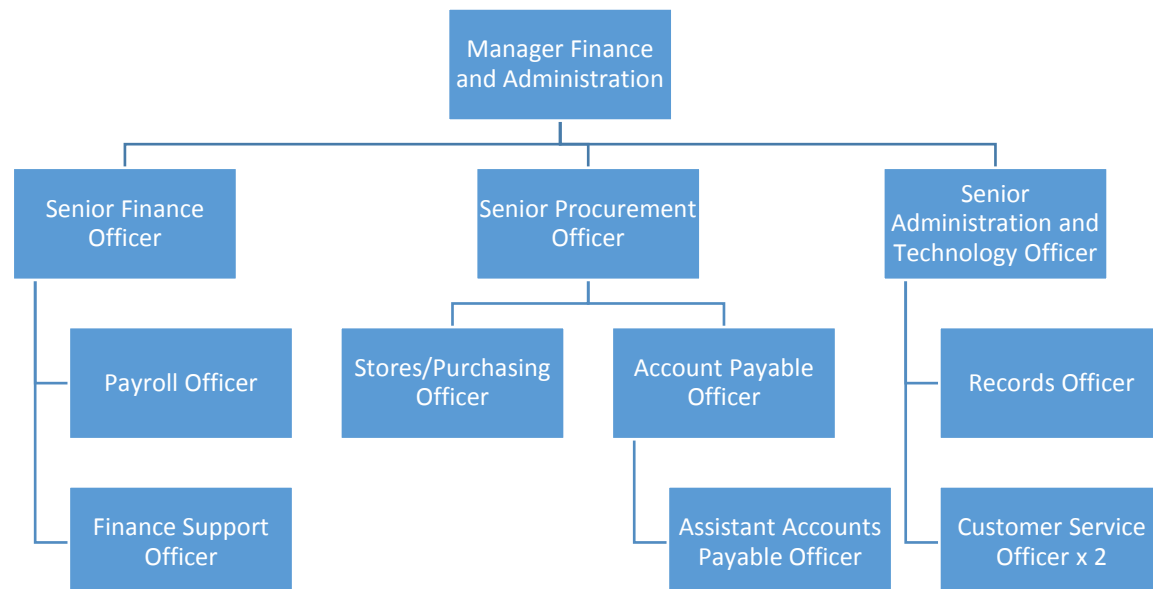
Your collaborative leadership style will help you to mentor and motivate your team, and your strong communication and interpersonal skills will enable you to impart your knowledge and ideas with your team, in order for them to grow and flourish within their own roles.

About the Benefits

In exchange for your hard work and dedication you will be rewarded with an excellent remuneration package, negotiable based on experience, as well as salary sacrificing options.

In addition, you will have access to subsidised housing in one of Council's 3 bedroom, 2 bathroom houses (pets allowed!) and relocation assistance. The role will also be provided with attractive leave entitlements of 6 weeks annual leave and 15 days sick leave.

Carpentaria Shire Council takes training and professional development seriously and want you to flourish in your role, enabling you to reach your full potential and career goals. Working closely with members of the senior leadership team, you will have excellent mentoring and expertise at your fingertips, with opportunities to participate in a wide range of projects across the entire organisation.



Escape the bustle of city life and advance your career with a proactive regional council in a beautiful location - APPLY NOW!

APPENDIX 1



CARPENTARIA SHIRE

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Position Description

Position Title:	Manager Finance and Administration
Position Status:	Contract – 3 Years
Department:	Corporate Services
Location:	Normanton
Award Classification/Level:	Contract
Hours of Duty:	37.5 hrs per week
Award & Enterprise Agreement:	Contract
Delegations:	As per delegations register
Reporting to:	Director Corporate Services

Primary Objectives of the Position

The Manager Finance and Administration provides both operational and programmatic support to the Council – they will work with providing the Council, Chief Executive Officer, Director of Corporate Services and Director of Engineering with professional advice for the overall efficient management of Council's finances. This involves interaction between Council's customer base, regulatory bodies and the operational areas to ensure that the integrity of Council's financial accounting and budgetary systems as well as all financial services are delivered effectively and efficiently within reasonable Council and Customer expectations and within regulatory and legislative requirements. They will also provide advice on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.

Key Responsibilities and Indicators

Key Result Areas	Key Accountabilities	Performance Indicators/Outputs
Financial Operations	<ul style="list-style-type: none"> ➤ Manage the following financial operational areas to ensure efficiency and cost effectiveness of service delivery – <ul style="list-style-type: none"> • Revenue Services; • Rates and Revenue; • Payroll; • Accounts Payable; • Financial Asset Management; • Budgeting and Strategic accounting ➤ Management & Financial Accounting ➤ Apply prudent financial management practices to ensure value for money in obtaining goods and services for Council. ➤ Maximise the ROI for Council Investment through a prudent and robust investment strategy, 	<ul style="list-style-type: none"> ➤ Compliance with legislative requirements for contracts & tendering. ➤ Maximise ROI > Bank Bill Rate.
Management Reporting	<ul style="list-style-type: none"> ➤ Monitor and analyse financial performance through monthly internal management variance reports. ➤ Ensure continual improvement of internal reporting regimes to meet business requirements and achieve best practice. ➤ Develop innovative costing methods and solutions, to enable in-depth analysis of cost drivers e.g. Activity Based Costing. ➤ Prepare and present monthly departmental performance reports and instigate remedial action where necessary. 	<ul style="list-style-type: none"> ➤ Monthly reports within 5 Days EOM to DCS and 14 Days EOM to Executive ➤ Errors rectified within 3 Days
Statutory Financial Reporting	<ul style="list-style-type: none"> ➤ Ensure the coordination of end of year accounting processes and prepare the annual financial statements in accordance with Australian Accounting Standards 	<ul style="list-style-type: none"> ➤ Unaudited financial statements to be prepared within statutory timeframes.

	<p>and relevant local government finance legislation.</p> <ul style="list-style-type: none"> ➤ Assist the CEO in the development and maintenance of Council's Strategic Long Term Financial Plans. ➤ Action outstanding matters arising from external and internal audit. 	<ul style="list-style-type: none"> ➤ Financial Statements Unqualified and completed within ➤ Audit matters resolved in a timely manner.
Financial Systems & Policy Development	<ul style="list-style-type: none"> ➤ Liaise with other Council Managers and Departments regarding Financial System requirements ensuring innovative development of accounting and reporting systems that meet end user needs and assist in decision making. ➤ Develop financial policies required by legislation and best practice governance principles. ➤ Maintain effective internal controls and policies to ensure the effective custodian management of Council resources. ➤ Undertake service efficiency reviews and recommend improvements that maximise returns. 	<ul style="list-style-type: none"> ➤ 100% review of policies and processes annually. ➤ 100% review of internal controls and procedures within operational areas annually.
Asset Management	<ul style="list-style-type: none"> ➤ Ensure the maintenance and management of complete and accurate asset registers in accordance with legislative requirements & Council policy. ➤ Develop in conjunction with Asset Owners Asset Management Plans consistent with legislative requirements and best practice. 	<ul style="list-style-type: none"> ➤ Regular monitoring of asset policy compliance. ➤ Asset Register to be reconciled on a monthly basis. ➤ Work in Progress (WIP) to be appropriately reconciled and categorised.
Revenue Services	<ul style="list-style-type: none"> ➤ Manage the following financial revenue areas to ensure efficiency and cost effectiveness of service delivery: <ul style="list-style-type: none"> • Rates and Property; • Debtors; and • Debt recovery. ➤ Develop pricing model that ensures equitable distribution of rates and charges. 	<ul style="list-style-type: none"> ➤ Revenue Policy completed annually in March/April

Strategic Planning	Financial	<ul style="list-style-type: none"> ➤ Provide strategic financial advice to Management and Council. ➤ Assist Director Organisational Services in developing and maintaining Council's Strategic Long Term Financial Plans ➤ Undertake analysis of Cost Drivers and provide advice on appropriate actions. 	<ul style="list-style-type: none"> ➤ LFTP completed annually in November/December
Purchasing		<ul style="list-style-type: none"> ➤ Develop, maintain and monitor compliance with Council's Procurement Policy. 	<ul style="list-style-type: none"> ➤ Policies reviewed annually.
Customer Service		<ul style="list-style-type: none"> ➤ Encourage the development of 'best practice' delivery of services to users; that is, client focused and cost effective. ➤ Develop, monitor and review service level agreements. ➤ Monitor and review the needs of internal and external customers. ➤ Assess levels of customer satisfaction and take action accordingly. ➤ Provide a high level of customer service to internal and external customers. ➤ Provide a high level of customer service to internal and external customers 	<ul style="list-style-type: none"> ➤ Outstanding correspondence <10 days. ➤ Outstanding CRM's <10 days. ➤ As per Council's Customer Service Standards Management Policy.
Records Management		<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards Management Policy.
		<ul style="list-style-type: none"> ➤ Other duties as directed. 	<ul style="list-style-type: none"> ➤ Tasks are undertaken in an efficient and timely manner.

Skills, Knowledge and Qualifications

Skills

- High level of experience in Finance, Accounting, Administration or a similar discipline
- Experience in leading finance teams that are motivated and achieving a high-level of performance
- Ability to manage time, set priorities, plan and organise own work and that of subordinate personnel
- Undertake tasks in public whilst demonstrating polite and courteous manner.
- Well-developed communication skills both oral and written including the preparation of reports to management.
- High level of proficiency in the use of various Council software and accounting system
- Proficient computer skills with a working knowledge and an intermediate to high level of competency in: word processing; spread sheeting and desktop publishing (desirable) packages
- The provision of leadership, support, active promotion and facilitation of the Carpentaria Shire Council's Workplace Health and Safety Management System throughout their areas of responsibility

Knowledge

- Sound knowledge of Council's organisational structure and the functions and interrelationships of other Departments.
- Sound knowledge of Workplace Health and Safety Act
- Previous experience in local government – with high level of understanding of local government policies, procedures and information systems , particularly as they relate to financial matters.
- Demonstrated ability to produce and deliver key financial documents e.g. annual budget and financial statements.

Qualifications

- Tertiary accounting qualifications recognised by the Australian Society of Certified Practising Accountants is essential OR: Completion of tertiary qualification in business, management, finance or equivalent which allows membership to CPA Australia or equivalent.
- Current class "C" driver's licence.

Workplace Health & Safety

Workers have a duty to take reasonable care for their own health and safety while at work and also to take reasonable care so that their acts or omissions do not adversely affect the health and safety of other persons at the workplace.

While at work, a worker must—

- (a) take reasonable care for his or her own health and safety; and

- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Information Management

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

Intellectual Property

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

APPENDIX 2



APPLICATION FORM Manager Finance and Administration

APPLICATIONS CLOSE WEDNESDAY, 24 APRIL 2019

You must divulge all relevant information connected with or associated to your application for this position. Any statement or omission in your application found to be deliberately false or misleading, prior to commencing could result in the Offer of Employment being withdrawn, or after commencing in the role could make you liable for disciplinary action, which may include dismissal.

PERSONAL DETAILS

Full Name: _____

Residential Address: _____

Contact Phone: Home Mobile

Email: _____

TERTIARY QUALIFICATIONS

IMPORTANT NOTE: Originals of results (transcripts) and/or qualifications will need to be provided prior to commencing in the role.

Qualification (Award Granted)	Tertiary Institution	Date of Award

EMPLOYMENT SUMMARY

IMPORTANT NOTE: Please include previous positions in chronological order from most recent going back to approximately 2009. Your full employment history will be in your CV.

Position Title	Employer	Duration of Employment	
		From	To

REFEREES

Please provide details of **TWO** people who may be contacted to provide a reference – a supervisor or peer; and/or a member of a governing body (Council).

(WE WILL NOT BE CONTACTING THE REFEREES UNTIL WE SELECT A SHORTLIST OF CANDIDATES FOR INTERVIEW AND ONLY AFTER GAINING YOUR FURTHER APPROVAL).

Details of Referees	Referee One	Referee Two
Name		
Current Position		
Position When They Knew You		
Are they: Supervisor / Peer / Community Leader/ Other		
Email		
Mobile Phone		

BACKGROUND CHECKS

If you are the selected candidate for this position you will be required to undergo a *Police, Bankruptcy and Education* background check.

Have there been any occurrences or events in your past that may be of concern if you are required to undergo such a background check? This may, for example, involve a criminal record, being an undischarged bankruptcy, claiming qualifications that may not be factual, or under investigation by CCC or other authority.

YES

☐

NO

☐

If you have answered YES, you should discuss this with Council's Director Corporate Services, Justin Hancock, before finalising your application.

ELIGIBILITY TO WORK IN AUSTRALIA

Do you have the necessary permits to work unrestricted in Australia

YES

☐

NO

☐

MOTIVATION FOR YOUR APPLICATION

It will help us to appreciate your current situation if you can nominate for us the **reason(s)** for seeking this position. In up to **two short paragraphs** tell us, for example, **why move from your current job, why this job, why this location, why local government?**

KEY SELECTION CRITERIA RESPONSES

Please address the key selection criteria below by illustrating your responses **with examples of how you meet the criteria** – it is not sufficient to just indicate what you have done – **we are more interested in the “how”**.

As a guide, we need **no more than 2 -3 pages in total** (no more).

1. Bachelor of Commerce (Accounting) or related field

RESPONSE:

2. Eligible to be recognised as a certified practising accountant

RESPONSE:

3. Demonstrated high level experience in leading and managing Local Government financial and administrative operations

RESPONSE:

4. Experience in developing and implementing staff, cultural improvement and shared values

RESPONSE:

5. Demonstrated high level communication skills including negotiation and conflict resolution with stakeholders such as the community, Councillors, customers and various government agencies

RESPONSE:

6. Experience in budget development and management

RESPONSE:

APPLICANT STATEMENT

I have completed my application in good faith, honestly and completely, providing all information requested and/or associated with my application.

Name:

Date: