



Candidate Information **Cook Shire Council** Management Accountant

January 2022

Cook Shire



Cook Shire Overview



Cook Shire enjoys a mild tropical climate with the wet season typically running from January to March, which is also the hottest part of the year. April to December brings a drier period and cooler weather, with temperatures averaging 27 degrees.

The number of people visiting Cook Shire and moving to this beautiful region is growing steadily, as access and facilities improve across the communities. There are airports and airstrips in most areas of the Shire, with the largest in Cooktown and Coen, and scheduled or charter flights available to those destinations and there is a regular bus service between Cairns and Cooktown.

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000km² and occupies 80 per cent of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts. About half of the Shire's 4400-strong population live in Cooktown, on the banks of the Endeavour River, with the remainder spread between the smaller population centers of Marton, Laura, Lakeland, Coen, Ayton, Rossville, Portland Roads and offshore islands including Lizard Island.

Cook Shire is enriched by the unique contributions of its smaller communities, with Lakeland a national leader in agriculture and Laura world famous for its rock art.

Facilities and Attractions

Supermarkets

Bakery

RSL and Bowling Clubs

Pubs and Bottle Shops

Pharmacy

Medical Centre

Hospital

Schools

Restaurants and Coffee Shops

PCYC Events Centre

Newsagent

Public Swimming Pool

Visitor Information Centre

Museum

Newsagent

Golf Club

Arts and Culture

Cooktown and the surrounding region offer a wealth of arts and cultural facilities and activities, with a particular focus on Indigenous culture. Cultural activities include the annual Cooktown Discovery Festival; community markets in Cooktown, Rossville and Bloomfield; the Cooktown Creative Arts Association located in the old Cooktown Railway Station; the Cooktown PCYC Events Centre and the Cooktown History Centre.

The James Cook Museum, in the restored Sisters of Mercy Convent School building, is one of Queensland's best museums, with a range of rich and varied exhibits.

The Cooktown Botanic Gardens are one of the oldest in Queensland and offers an art gallery, visitor information centre and café. The broader Cape York Peninsula offers a wonderful range of cultural and outdoor experiences, including tours to rock art sites. Wujal Wujal, Laura and Hope Vale offer cultural activities and artwork for exhibition and sale.



Cook Shire Council

Council has developed an organisational structure that maximises the effectiveness of service delivery to the community. The Council comprises the Chief Executive Officer and Executive Leadership Team along with three departments:

- Organisational Business Services.
- Community, Economy and Innovation.
- Infrastructure Services.

The Mayor, Chief Executive Officer and Directors form the Executive Leadership Team. The role of this team is to provide consultation on issues regarding the Council's strategic direction and long-term planning.

As one of the largest employers in Cape York, Cook Shire Council supports this growing region and a diverse community of over 4,400 people. It is ranked in the top 10 per cent of local governments across Australia so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.

Construction was completed on the Gateway to Cape York project in 2021. This \$1.2 million project at Lakeland on Mulligan Highway features an iconic “gateway” which includes a purpose-built traveler information centre, a rest stop area and an interactive sculpture park that showcases communities from Cape York.



Corporate Values

Corporate Values and Principles

Cook Shire Council promotes, encourages, rewards and actively believes in:

- providing a safe workplace;
- adopting honest and progressive systems of accountability and reporting;
- working with our communities and stakeholders to plan define, achieve and celebrate common short and long-term goals;
- actively sharing responsibility for improving sustainable, service provision for all customers;
- ensuring equal opportunity for all employees, potential employees, employees pursuing promotion and cross-skilling, and persons and organisations seeking to work with Council through the provision of services, works and consultancy; and
- encouraging and rewarding innovation demonstrated in operational and strategic service provision.



Council Information

[Cook Shire Corporate Plan 2017 - 2022](#)

[Cook Shire Operational Plan 2020 – 2021](#)

For further information please visit www.cook.qld.gov.au



Management Accountant

Division:	Organisational Business Services
Location:	Council Office – 10 Furneaux Street, Cooktown
Reports to:	Lucy Deemal – CFO and provides direct supervision to Council’s Senior Finance Officer, Accounts Payable Officer and Stores Officer. Liaises with all officers of Council, Government departments, consultants, contractors and the general public.
Employment Status:	Qld Local Government Industry (Stream A – Division 2, Section 1) Award – State 2017 Level 7 to 8, dependent on qualifications and experience.



POSITION OBJECTIVES

The Management Accountant is responsible for:

- Delivery and monitoring of monthly budget performance reports, ensuring financial compliance, and supporting managers and Council through financial and capital reporting.
- Development and implementation of strong month-end processes and effective internal controls, including reconciliations, revision of journals, monthly financial reporting and cash flow forecasting.
- Contribute to Council’s asset accounting function, including reporting of Council’s assets ensuring legislative compliance.
- Oversight of Senior Finance Officer, Accounts Payable and Stores functions.
- Provide support to staff in the use of Council's financial management system Authority.

This includes direct responsibility for operational staff, the development and implementation of effective financial processes, monitoring of Council’s budget and monthly reporting to Managers and to work collaboratively with all Council areas to enhance the quality of financial data/reporting.

Duties and Responsibilities

Management Accounting

- Play a lead role in developing, managing and reviewing annual budgets, working collaboratively and inclusively with all areas of Council.
- Monitor Council's annual budget, provide monthly budget performance reports to Managers and assist, as required, with analysis of data to improve financial control and understanding of their budgets.
- Monitor cash flow and assist in guiding work plans across all business units, ensuring adequate cash reserves are maintained.
- Work with all areas of Council to ensure asset accounting processes, systems and registers are in accordance with legislation, relevant accounting standards and guidelines.
- Maintenance of the Asset Register including asset categorisation, depreciation expense allocation and updating depreciation values.
- Monitor Assets (CAPEX) to ensure accurate records are kept and manage the processing of Asset Register transactions including, but not limited to, asset additions, renewals, disposals and revaluations.

Financial Systems (Authority)

- Ensure relevant finance systems are operated in accordance with appropriate standards, policies and procedures.
- In partnership with ICT and line managers, support ongoing process improvement, data migration and financial system maintenance and upgrades.

Internal Controls

- Review, develop, recommend, establish and implement robust, fit for purpose internal controls.
- Monitor effectiveness of internal controls.

Records Management

- Ensure records relating to the functions of the business unit are maintained and comply with relevant legislation and Council standards.

Duties and Responsibilities (Cont.)

Continuous Improvement

- Keep the Chief Financial Officer appropriately and adequately informed on updates and changes to Accounting Standards and Legislation and highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public. Involvement with Council's business improvement initiatives from a financial perspective.

Leadership & Management

- Develop and implement an annual work schedule/work plan for all statutory external and internal reporting requirements.
- Ensure the department's processes are regularly monitored for economy and efficiency and timely, relevant reporting provided.
- Lead by example and foster a team culture that promotes Council's values, teamwork, accountability and ethical behaviour.
- Line management of the Senior Finance Officer, Accounts Payable Officer and Store Officer functions.
- Conduct annual goal setting and performance reviews for direct reports, in line with Council's Performance Review Framework' procedure. Foster and support an ongoing continuous improvement and innovative approach to service delivery.

Compliance

- Preparation of compliance reporting and data for Capital Works projects.
- Review compliance reports prior to submission.
- Work with the Finance team to prepare relevant documents and collation of information for external audit and to assist with auditor enquiries, as required.
- Working with relevant officers, monitor all Grant revenues and expenses, and review acquittal reports to ensure grant funding transactions align with all necessary accounting standards and relevant funding agreements.
- Ensure relevant finance systems are operated in accordance with appropriate standards, policies and procedures.
- In partnership with ICT and line managers, support the ongoing process improvement, data migration and financial system maintenance and upgrades.

Position Requirements

Qualifications, Experience and Knowledge

- Recognised tertiary qualifications in Accounting or Commerce.
- Minimum 3+ years' experience in a similar role desirable.
- Demonstrate a sound understanding of Accounting practices and principles including compliance with AASB, the Local Government Act 2009 and Local Government Regulation 2012.
- Ability to interpret and apply legislation relevant to the role.
- Demonstrated experience in managing competing priorities to deliver work to a high standard.
- Ability to use initiative to recommend alternative solutions and strategies.

Position Requirements (cont.)

Interpersonal Skills

- Developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work autonomously and within a team.

Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

The successful candidate will be required to maintain currency of relevant qualifications, licences and tickets.



Selection Criteria

Essential

- Recognised tertiary qualifications in Accounting or Commerce.
- Demonstrated experience working in an Accounting role.
- Demonstrated ability in preparing and managing budgets.
- Demonstrated sound understanding of Accounting practices and principles including compliance with AASB, the Local Government Act 2009 and Local Government Regulation 2012
- Demonstrated experience in the use of financial management software and Microsoft Office products with a high level of competency in Excel.

Desirable

- A Member of Chartered Accountants Australian & New Zealand or CPA Australia (or progress towards obtaining).
- Experience with Authority financial management software.



Key Performance Indicators

Key Duties

- Develop and implement a work plan ensuring all statutory and Council obligations relevant to the role are met.
- Budget process is inclusive and accurate.
- Financial and statistical reports comply with accounting standards and are completed within required time frames.
- End of month reconciliations balanced and on time.
- External reporting is accurate and meets required timeframes.
- Queries addressed, recorded and completed in an appropriate timeframe.
- Council records management requirements complied with utilising CM9 software.

Interpersonal and Communication

- Active participation and involvement in team meetings.
- Professional and effective communication skills.
- Consistent behaviours that show a commitment to an understanding of ethical, professional and legal standards that reflect CSC core values and Code of Conduct.
- Evidence of effective communication with both external and internal customers.
- Stakeholders' expectations are met.
- Maintain confidentiality of information at all times and comply with the Privacy Act 1988 and the Australian Privacy Principles.

Additional Information

- Bringing fresh energy and eyes to the role you will share the values of good Management Accounting Practice and operate with transparency and consistency.
- Part of your focus will be around implementation and monitoring controls across finance procedures, as well as responsibility for the asset accounting function and oversight of the budget.
- The position requires an individual who is proactive in building relationships with other departments to assist them with budgeting. This will include spending time at the Works Depot every 1-2 weeks to deepen relationships with the Infrastructure team.
- The role has been vacant for several months so you will be someone who enjoys rolling up their sleeves, establishing processes and who gets genuine enjoyment from streamlining systems to support and enhance a business.
- You will be involved in several projects that will have innovation at their core to make Council more efficient and transition away from being paper based in some areas. The move to an electronic purchasing system is imminent and will affect the whole organisation as they move to online requisitions.



Why this Role

- Reporting to the Chief Financial Officer, you will be able to make the role your own and actively take the reigns of something that will continue to underpin the way Council strives to deliver against their values.
- If you are looking to move away from the constraints of working in a large city or simply looking to leverage your current experience - then this is a great role and opportunity to have a 'sea change' and join a progressive Council where you can truly make your mark and continue developing your Accounting career. Council will provide you with assistance to locate suitable accommodation if needed.
- You will have the chance to be involved in setting budgets and presenting strategies to Council and be given significant autonomy to develop, implement and maintain systems and processes.



Other Information

- Cook Shire Council is ranked in the top 10 per cent of local governments across Australia, so there couldn't be a better time to experience the diversity the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.
- Cook Shire Council is an equal opportunity employer and operates under a Certified Agreement.
- The tasks for the role will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.



Recruitment Process

Application Period:	Tuesday 18 th January – Wednesday 2 nd February
Closing date for Applications:	10pm, Wednesday 2 nd February 2022 or sooner if a suitable applicant is secured
Initial Assessment and Agency Interviews:	Wednesday 2 nd February – Friday 4 th February 2022
Council Interviews:	Week commencing 7 th February 2022

Assessing Applications

Peak Services will review all applications and provide an initial 'long list' of suitable candidates to Council.

Working with Peak Services, Council will determine a shortlist of suitable candidates, and will arrange interviews with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide references and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- A salary of up to \$100,000 + Super will be negotiated subject to qualifications, experience and knowledge.
- SPA Salary Packaging – A summary of the benefits are listed below and further details will be provided to the successful applicant.

Salary Packaging is a tax effective way to receive your salary as a combination of income & benefits that allows you to deduct some of your pre-tax income & use it to pay for a variety of benefits.

By reducing your pre-tax income you can reduce the amount of income tax you pay & in turn increase the amount you take home each pay day.

Employees based in an Australian Tax Office (ATO) designated remote area are eligible for additional benefits. These fringe benefit tax (FBT) exempt items are offered by the Federal Government to assist rural & remote organisations to attract & retain employees.

Employees renting a residence in a remote area can salary package 50% of rental payment as an FBT exempt benefit. Employees renting an Employer owned residence can claim 100% of rental payment as an FBT exempt benefit.

100% mortgage interest payments must be packaged to realise 50% exemption and also include FBT liability for the remaining 50%.

Remote area fuel packages also need the correct FBT liability and this is packaged in the same format as the remote area mortgage interest.

- Annual locality allowance single \$2367, with dependents \$4734.
- Other benefits include up to 12% superannuation, 5 weeks annual leave, 15 days personal leave and relocation assistance.
- In the last staff survey completed and benchmarked against 90-plus other councils, Cook Shire Council was in the top quartile in terms of overall staff happiness, engagement and performance, making it a great place to work!



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