



POSITION DESCRIPTION

SUPERVISOR ASSETS AND EXPENDITURE

| | |
|--------------------|--------------------------------|
| Department: | Finance |
| Reports to: | Chief Financial Officer |
| Location: | Coonabarabran |
| Grade: | 14 |

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The purpose of the position is to supervise Council's financial accounting functions relating to debtors and creditors management, providing support and expertise in maintaining assets register for each asset class, assisting relevant departments in preparing asset management plans, liaising for projects relating to Rural Fire Services projects and finance assistance in statistical returns, sub-system reconciliations and grant acquittals.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

Corporate and General Responsibilities

- Contribute to IP&R processes within Council such as Community Strategic Plan, Asset Management Plan, Delivery Program, Operational Plan, Financial Plan and Quarterly reviews.

- Prepare appropriate timely financial reports for Management which are easy to read, informative, measure outputs and have regard for establishing performance measures.
- Participate in the development and policy making of Council's corporate objectives, in particular those of the Finance Section.
- Systems Accounting functions including daily maintenance and troubleshooting of council financial management information system
- Contribute to the preparation of Council's financial statements and associated information for the Annual Report in accordance with legislation, Local Government Code of Accounting Practice and Financial Reporting and Accounting standards
- Undertake other duties, which are within the limits of the employee's skill, competence and training.

Supervisor Creditors section and related duties

- Oversee Creditors system ensuring accuracy of disbursements and payments within Council's trading terms.
- Oversee credit card management and compliance with Council policy including download Credit Card entries & check activity for hacks
- Ensure that all sub-ledger accounts are balanced with ledger account and monthly reconciliations are performed on timely basis
- Perform reconciliation for Rural Fire Services (RFS) on regular basis to complete Goods receipts and assemble for Accounts Payable
- Compile, maintain and update information relating to Section 44 and Section 7.11 infrastructure contributions (prev. S94A)
- FBT Returns and timely submission
- Complete Quarterly ABS Reports and other periodic returns for Warrumbungle Water, Warrumbungle Sewer, Library and other departments
- Assist management of Council's Loan Portfolio.

Responsibilities relating to Assets Accounting

- Maintaining up-to-date assets register on monthly basis for each asset class reconciled with accounting records/general ledger
- Monthly reconciliation of plant assets and accounting records with fleet management system
- Work closely with relevant departments for timely capitalisation of assets in the assets register for each asset class. Assist asset custodians with timely information regarding their assets
- Implementation of assets module in Authority system and maintenance of system-based assets register for each asset class
- Support the development and implementation of asset management plans for each of Council's asset classes
- Liaise with the departments for condition rating and annual assessment relating to impairment and fair valuation.
- Support the preparation of financial asset information for the Annual Financial Statements.

Acquittals

- Support Community Services and other Council departments in grant acquittals.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

ESSENTIAL REQUIREMENTS

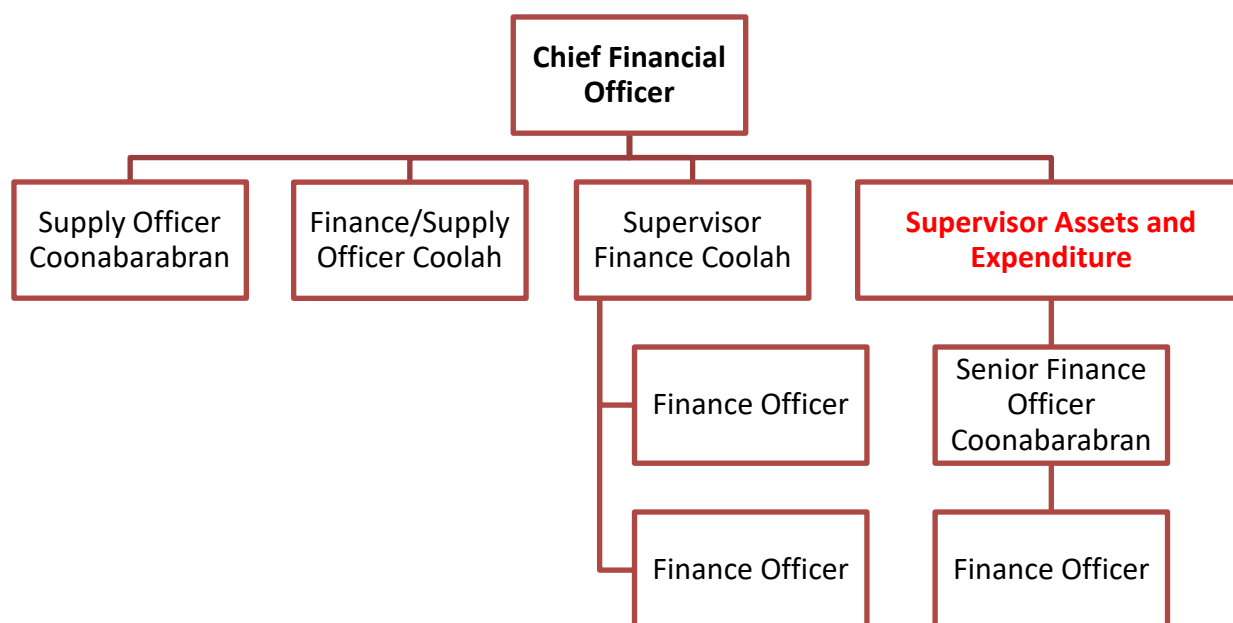
- 1 Commitment to Council's Mission, Values and Code of Conduct.

- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Diploma in Accounting or demonstrated local government accounting experience.
- 4 Strong working knowledge of:
 - a. Australian Accounting Standards (relevant to Local Government)
 - b. Local Government Code of Accounting Practice and Financial Reporting
 - c. Assets Accounting and Assets Management
 - d. The Local Government Act (NSW) 1993 and Regulations (particularly as they apply to financial reporting and statutory accounting obligations)
- 5 Demonstrated ability in the use of spreadsheets and data base management
- 6 Experience with the use of Civica or an equivalent Financial System
- 7 Experience in cash flow management
- 8 Excellent communication skills, particularly in a technical environment
- 9 High level accuracy in data entry/checking
- 10 Process management skills, with the ability to lead, supervise, motivate and coach staff as required
- 11 "C" class driver's licence

DESIRABLE REQUIREMENTS

- 1 A broad knowledge of all facets of local government accounting systems, including rates, debtors, creditors, stores, infrastructure, property and plant.
- 2 Degree in Accounting or Asset Management related field
- 3 Demonstrated sound understanding of GIS concepts and principles in a Local Government environment






DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework | | |
|--|--|---------------------|
| Capability Group | Capability Name | Level |
|  Personal attributes | Manage Self | Adept |
| | Display Resilience and Adaptability | Adept |
| | Act with Integrity | Adept |
| | Demonstrate Accountability | Adept |
|  Relationships | Communicate and Engage | Intermediate |
| | Community and Customer Focus | Adept |
| | Work Collaboratively | Intermediate |
| | Influence and Negotiate | Intermediate |
|  Results | Plan and Prioritise | Intermediate |
| | Think and Solve Problems | Intermediate |
| | Create and Innovate | Intermediate |
| | Deliver Results | Adept |
|  Resources | Finance | Adept |
| | Assets and Tools | Adept |
| | Technology and Information | Adept |
| | Procurement and Contracts | Intermediate |
|  Workforce Leadership | Manage and Develop People | Intermediate |
| | Inspire Direction and Purpose | Intermediate |
| | Optimise Workforce Contribution | Intermediate |
| | Lead and Manage Change | Intermediate |

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
|---|-------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Display Resilience and Adaptability | Adept | <ul style="list-style-type: none"> Is flexible, showing initiative and responding quickly to change Accepts changed priorities and decisions and works to make the most of them Gives frank and honest feedback / advice Listens when challenged and seeks to understand criticisms before responding Raises and works through challenging issues and seeks alternatives Stays calm and acts constructively under pressure and in difficult situations |

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|---|--------------|---|
| Relationships Community and Customer Focus | Adept | <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services |
| Results Deliver Results | Adept | <ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done |
| Resources Finance | Adept | <ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks |
| Workforce Leadership Manage and Develop People | Intermediate | <ul style="list-style-type: none"> • Clearly communicates roles and responsibilities in the team • Discusses and sets clear performance goals and standards • Gives regular feedback with the aim of improving performance and helping others learn and develop • Recognises development needs of individuals and identifies suitable learning opportunities • Recognises ongoing performance issues and works towards resolving them |

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Supervisors – are responsible for the application of Council's WHS Policies, procedures within their area of control:

- Demonstrate understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.
- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high-risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate / participate in the investigation of all incidents and accidents and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.
- Assist in the development and review of WHS management systems in their area of control.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10-minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum. Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position currently has no mandatory health monitoring requirements, however you are eligible for the following under Council's Health Monitoring Procedure:

- Flu vaccinations – Council runs an annual vaccination program, usually during May
- COVID vaccinations pursuant to Public Health Orders
- Bi-annual skin cancer checks as part of Council's program.

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.