

Manager of Finance & Corporate Services
Information Package



Two Rivers Memorial Park



Position Title	<i>Manager of Finance & Corporate Services</i>
Level	<i>Negotiated under the Local Government Officers (WA) Award 2021</i>
Cash Component	<i>Up-to \$140000.00 p/a</i>
Division	<i>Finance & Corporate Services</i>
Reports to	<i>Chief Executive Officer</i>

The Shire of Upper Gascoyne is home to the magnificent Kennedy Range and Mount Augustus – “The World’s Biggest Rock!” and we are seeking a suitably qualified candidate to fill the role of “Manager of Finance & Corporate Services”. The ideal candidate will be a self-driven, highly motivated, customer service focused individual with excellent communication skills. You would be based in Gascoyne Junction – Tidy Town Winner in WA 2022, which is only 169km East of Carnarvon where the full range of shopping and services are available.

Do you have an interest in people, community, numbers and accounting? If so we would love to receive an application from you for this position. This hands-on role in an interesting and busy office reports direct to the Chief Executive Officer and, working with our contract accountants, is responsible for the day to day management the finances and Corporate Services Team.

Specific duties will be varied but will include budget, monthly and annual financial report preparation, managing the rate book, debt collection, and supervising the payroll, controlling accounts and creditor functions. Previous experience in a similar role would be an advantage, but not essential, as would previous use of the Synergy software.

A generous remuneration and benefits package, including a cash salary of up to **\$140,000** p/a, will be negotiated with the successful applicant.

If this sounds like you please email cs@uppergascoyne.wa.gov.au to receive a copy of the information package or for further information please contact our Chief Executive Officer, John McCleary on 0417107446.

Applications may be emailed cs@uppergascoyne.wa.gov.au or posted to the Shire at 4 Scott Street Gascoyne Junction and should be received before 4pm Friday 31st of May 2023.

John McCleary, JP, bBus.
Chief Executive Officer

Employment Package

Salary is in accordance with the Local Government Officers (WA) Award 2021 to be negotiated depending on qualifications and experience.

Working hours are 8 hours per day between the hours of 8:00am to 5.00pm with an RDO once per month making a 19 day month.

Council contributes the 10.5% compulsory superannuation. Employees have the opportunity to contribute further to a superannuation scheme if they choose and council will match this up to a further 5%.

A summary of the benefits available are:

The negotiable Salary Package comprises —

	Lower	Upper
Cash Component	\$120,000	\$140,000
Private Use of a Motor Vehicle	\$10,440	\$10,440
Superannuation (SGC — 10.5%)	\$12,600	\$14,700
Additional Superannuation (5%)	\$6,000	\$7,000
Housing Subsidy (Rent Free)	\$15,600	\$15,600
Internet Allowance	\$720	\$720
Uniform Allowance	\$500	\$500
Utilities Allowance	\$5,200	\$5,200
Total Package:	\$171,060	\$194,160

Cash Component

Council will negotiate an annual cash component of between \$140,000 and \$120,000 with the successful applicant, depending on experience and qualifications.



Superannuation

Council contributes 10.5% compulsory superannuation. Employees have the opportunity to contribute further to a superannuation scheme if they choose to with Council matching up to an additional 5%.

Council has also endorsed the principles of salary sacrificing for superannuation.

Rent Subsidy

A new 4x2 bedroom house complete with basic furniture included will be provided rent free.

Housing Utilities Subsidies

Council will meet all water, gas and electricity consumption expenses and will pay line rental charges for the home phone if required.

Internet

WIFI Internet connection for private use to the value of \$720.00 per year will be met by Council.

Relocation Expenses

Relocation expenses will be paid based on the lowest of three quotes up to a maximum of \$7,000 as per Council Policy. 50% is payable on arrival and 50% after 12 months service and on the condition the applicant will repay 50% of that cost if the employment is terminated for any reason within the first 12 months.

Uniforms

Council provides an allowance of up to \$500 per year towards the purchase of uniforms.

Conferences and Professional Development

Council will meet the costs of registration and accommodation of approved (by the CEO) conferences and other professional development costs.

Retention Bonus

Council will provide a return airfare from Carnarvon to Perth and Return after each year of service – valued at approximately \$500.



Mount Augustus

About Us

The Shire of Upper Gascoyne encompasses the communities of the Gascoyne Junction Township, Woodgamia Community and Burringurrah Community. Pastoral and Mining activity are the main industries within the Shire boundaries. The Shire covers an area of 56,602 square kilometres, of which only 102 kilometres is sealed with bitumen.



Kennedy Range

The mighty Gascoyne River at 760 kms in length is the longest river in WA, and possibly the driest!

It's known as the upside down river, because although there are huge flows of water well beneath the surface with only a small number of isolated pools visible in the long and winding course of the river bed.



Gascoyne River Water Hole



Shire Administration Building and Community Resource Centre

Tourism Precinct

The Shire of Upper Gascoyne constructed a tavern/roadhouse and caravan park that is a large attraction to visiting tourists. Whilst Council is the owner of this great facility it is currently leased out to a private operator.



Tavern and Roadhouse

Facilities

A Sports Oval in the centre of the town area is the focus for sporting activities within the Shire.

Adjoining the Oval is the Junction Pavilion, where public and private events are frequently held.

A bright new children's playground is located on the main street.

Public Toilets are located at the Pavilion in Gregory Street, and also at 2 Scott Street and both are clearly signed.

A Community Resource Centre is located near the Shire office, providing a range of services.

The Upper Gascoyne Museum is open to the public during office hours.

Activities

The Main activities in the region are Pastoral, Mining Exploration and Tourism.

POSITION DESCRIPTION

Position Title	Manager, Finance & Corporate Services
Level	Negotiated Contract under Local Government Officers (WA) Award 2021
Division	Finance & Corporate Services
Reports to	Chief Executive Officer
Date Last Reviewed	02/05/2023

Chief Executive Officer

Manager, Finance & Corporate Services

Senior Corporate Services Officer - Administration

Corporate Services Officer - Finance

Customer Services Officer (CRC)

Tourism Community Development Officer

Our Vision Statement	The Shire of Upper Gascoyne will be a sustainable service base supporting our local community and industries.
Our Mission Statement	To work with our community to retain and attract people and business to the district.
Our Values	To act with integrity and consistency, pursuing sustainability, but always with the vision of progressing the Shire forward while preserving our lifestyle.
Our Core Team Values	Humility
	Authenticity
	Professionalism
	Passion
	Integrity
	Excellence
	Respect, Inclusion and Cohesion
By defining and communicating our values we will	Be consistent in our customer service delivery.
	Have a shared agreement about our behaviour with each other and with our customers.
	Build on loyalty, trust and our reputation.
	Recruit the right people into our organisation.
	Promote, recognise and reward people who demonstrate these values.
	Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people. We ask that all employees demonstrate these values in the work they do and in the way they do it. What we do is important and how we deliver our service is important.

POSITION OVERVIEW

Assist the CEO and Contract Accountants in the Sound Financial Management of the Shire and effectively manage the day to day operations of the Finance & Corporate Services Team.

1. POSITION OBJECTIVES

1.1 Objective(s) of the Position

Assist the CEO and Contract Accountants with preparation of the monthly financial reports, including presentation of these reports to Council at monthly Council meetings.

Assist the CEO and Contract Accountants with preparation of the annual financial statements, annual budget and annual budget review.

Provide high level monitoring, management and reporting on all Shire financial accounts and activity.

Oversee the day to day maintenance of all financial systems in the Shire's accounting program.

Oversee that all End of Month and End of Year tasks are completed in an accurate and timely manner.

Effectively manage staff within the Corporate & Finance Services team and apply good leadership skills that align with the Shire's core values.

Maintain accurate and compliant Record Keeping processes and procedures in line with all relevant Shire policies and Legislative requirements.

Ensure all Legislative Compliance is met when delivering on the Sound Financial Management of the Shire.

Assist the CEO and other responsible officers in the delivery of Shire projects, including grant submissions, progress reports, acquittals, audits etc.

Provide a high standard of Customer Service both internally to staff & councillors and externally to members of the public.

Successful coordination and completion of all relevant financial audits for the Shire.

Provide a high standard of work ensuring accurate and reliable information is provided to all staff, councillors and the public.

1.2 Key Areas of Performance within Division

Delivery of Sound Financial Management for the Shire that is accurate, efficient, compliant and meets all Legislative requirements and Accounting Standards.

Effective management of the Finance & Corporate Services team, including actively engaging staff in a multi-skilling development program to assist with professional development.

Assisting in the timely and accurate preparation and dissemination of Financial Reports for Staff and Council.

Assisting in the timely and accurate preparation and completion of annual budgets including budget reviews.

	<p>Coordinate the smooth delivery of all financial audits, including finalising all audit requirements ensuring no pending matters are outstanding.</p> <p>Overseeing the day to day operations and management in the following areas to ensure accuracy of data, timely entry of information, balancing of financial transactions to ledgers and prompt payment of accounts for both expenses and income (including but not limited to) – Accounts Payables (Creditors), Accounts Receivables (Sundry Debtors), Procurement, Payroll, Rates, Receipting, Stock Inventory, Bank Reconciliations, BAS Returns, FBT Returns, Fixed Assets, General Journals etc.</p> <p>Oversee the processing of all annual rating functions.</p> <p>Monitor and effectively manage the process of debt recovery for sundry debtors and rates debtors.</p> <p>Oversee the End of Month processes and procedures to ensure timely delivery of tasks, data entry is accurate and all reconciliations are balanced to subsidiary ledgers.</p> <p>Oversee the End of Year processes and procedures to ensure timely delivery of tasks, data entry is accurate and all reconciliations are balanced to subsidiary ledgers.</p> <p>Deliver a Customer Service that is professional, prompt and courteous to all customers (internally to staff/councillors and externally to the public).</p> <p>Monitor expenditure avenues where linked to revenue streams, and source revenue (re-coups) at optimum time (immediately after applicability).</p> <p>Carry out all other duties consistent with the level of this position and as directed by the CEO to ensure the smooth and efficient operation of the Shire.</p>
1.3 Key Areas of Commitment within Organisation	All staff are to be punctual, professional and presentable at work and during times of Shire representation (i.e. at events or community engagements etc.).
	Always demonstrating the appropriate behaviours and attitudes reflective of the organisation's core values and code of conduct.
	Undertaking tasks and providing support for staff to achieve accurate and efficient customer service that meets the Shire's organisational, legislative and customer requirements.
	Work co-operatively with other team members on all Shire driven projects and initiatives.
	To provide a high standard of work ensuring that accurate and reliable information is provided in a timely manner, whilst being professional, efficient and courteous.
	Carry out all other duties consistent with the level of this position and as directed by the CEO to ensure the smooth and efficient operation of the Shire.
2. REQUIREMENTS OF THE JOB	
2.1 Skills	Proven Accounting, Bookkeeping and Business Administration Experience.

	A high level of computer literacy, and demonstrated knowledge of Microsoft based applications including but not limited to Word & Excel.
	Sound knowledge and understanding of Synergysoft Accounting software.
	Ability to effectively communicate in cross culture environments.
	Demonstrated ability and strong commitment to customer service.
	High level of verbal and written communication and public relations.
	Ability to be focused and pay attention to detail.
	Excellent problem solving, conflict resolution and decision making skills.
	High motivation and excellent time management and personal organisational skills.
	Have a demonstrated commitment to continuous improvements.
2.2 Knowledge	A sound understanding of the functions of a Local Government Authority.
	A developing knowledge of the local area (continuous self-development).
	Knowledge of the Local Government Act 1995, and Regulations of other Acts and Regulations which effect the operation of the Shire.
	Working knowledge of accounting requirements associated with budgets, payables, receivables, stock/inventory control, monthly reporting, payroll, general accounting functions and sound financial management.
	Working knowledge of Rating procedures (desirable)
	Working knowledge of Occupational Health & Safety Management.
	Working knowledge of the Local Government Officers' (WA) Award, Municipal Employees (WA) Interim Award and Industrial Relations Act.
3. KEY AREAS OF RESPONSIBILITY & PERFORMANCE EXPECTATIONS	
3.1 Outcome – Customer Service	Develop harmonious relationships with internal and external stakeholders.
	Treat all persons with professionalism, courtesy and respect.
	Take initiative to attend to existing or potential needs of the position.
	Develop and maintain a sense of loyalty and team ownership between members of the Finance & Corporate Services team.
	Promptly attend to enquiries in a courteous and effective manner.
	Assist in the day to day functions of delivering services for the Finance & Corporate Services team.
3.2 Outcome - Safety & Health	Operate equipment in accordance with demonstrated safety procedures and proper instruction.
	Comply with Occupational Health and Safety Standards.
3.3 Outcome – Accounting Control	Assist in the accurate and timely completion of financial tasks required, as part of delivering the general day to day operations within the Finance and Corporate Services team.
	Assist in the accurate and timely completion of Monthly Financial reconciliations.
	Process and Reconcile both creditors and payroll in a timely manner and as per internal processes and procedures

	Provide support when required, to other members of the Corporate Services team in the delivery of sound financial management to the organisation.
	Assist in the delivery of information required to complete financial audits.
	Accurate and timely completion of other financial tasks and duties as directed by the Manager of Finance and Corporate Services.
3.4 Outcome – Administration	Provide high level finance administration to the organisation.
	Demonstrated commitment to accuracy, efficiency, good presentation and professionalism.
	Promote the Shire in a positive manner at all times when dealing with external contacts.
	Maintain good and accurate record keeping practises that align with legislative requirements and internal policies, processes and procedures.
3.5 Outcome - Revenue	Be a responsible officer and work within the financial budget for the organisation.
4. ORGANISATIONAL RELATIONSHIPS	
4.1 Responsible to	Chief Executive Officer (Line Manager).
4.2 Supervision of	Staff members within the Finance & Corporate Services.
4.3 Internal Liaison	Chief Executive Officer.
	Manager of Works.
	Other members of the Works Team.
	Contract Accountant.
4.4 External Liaison	Residents.
	Tourists/Visitors.
	Businesses.
	Suppliers.
	Members of the general public.
5. EXTENT OF AUTHORITY	
Extent of Authority	This position works under the direction of the Chief Executive Officer.
	Assistance is available from the Shire's Contract Accountants, if required.
6. ANNUAL APPRAISAL & KEY PERFORMANCE INDICATORS	
KPI'S	Quality of work.
	Time management and efficiencies in delivery of work.
	Successfully meeting all legislative requirements as per compliance calendar.
	Relationships with Others.
	Overall effectiveness as a team member and contribution to collective team objectives and common goals.
	Safety Record.
	Initiative.

	Commitment, Conduct and Attitude.
7. SELECTION CRITERIA	
Essential Criteria	Proven experience in working for a Local Government Authority in equivalent or similar position.
	Demonstrated understanding of Local Government Accounting and Operations.
	Demonstrated high level analytical skills.
	Demonstrated problem solving skills.
	Demonstrated experience in effective management of key finance functions such as budgets, procurement, creditors, debtors, receipting and payroll processing.
	Experience in using Synergysoft.
	Demonstrated experience in records management.
	Experience in working with and/or in culturally diverse communities.
	Excellent communication skills, both written and verbal.
	Excellent customer service and business management skills.
	Excellent working knowledge of the Microsoft Business Suite.
	Proven time management and organisational skills.
	Proven ability to work effectively in a team environment and demonstrated skills applied when managing a team in a leadership role.
	Ability to demonstrate a commitment to the Shire's Mission Statement and Core Team Values.
	Understanding and experience in implementation of Occupational Health and Safety Regulations and Principles.
	National Police Clearance (less than 6 months old).
Hold a current motor vehicle drivers licence.	
Desirable Criteria	Relevant qualifications or equivalent experience (3+ years) in Administration and/or Finance (Cert III onward qualifications will be highly regarded).
	Knowledge of the regions that are located along the Upper Gascoyne border.
	First Aid Certificate.