

APPLICANT PACK

Finance Manager

Flinders Shire Council



**Leading
Roles**

People ▶ Performance ▶ Partners



**SHIRE OF
FLINDERS**

CONTACT

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We respectfully acknowledge the Traditional Owners, the Yirandali people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The successful candidate will report to an energetic, capable and strategically minded Director of Corporate & Financial Services. In partnership with the Leadership Team, the Finance Manager will create the financial strategies, plans, policies and directions that will enable the organisation to achieve current and future financial goals for the Shire and the region.

The Elected Members are united and progressive, they really care about the community, and are constantly seeking opportunities that benefit residents and the region.

The CEO provides strong direction and leadership and combined with a hard-working Executive Leadership Team the workforce of 120 FTE is stable, optimistic, and engaged.

Council is now seeking its next Finance Manager who will lead and manage Council's finances. This is an opportunity not only to join the Shire Council, but an opportunity to experience and participate in an outback-friendly community lifestyle



Key Result Areas

Council is seeking a Finance Manager who:

- Has a leadership mindset and is a change agent.
- Focuses on financial sustainability, particularly in terms of asset management.
- Can lead a team, not only at a management level but also on a hands-on practical level.
- Acts with integrity and promotes what they do with passion and purpose.
- Is excited about future economic development projects and has a willingness to be actively involved.
- Will contribute to the community, invest in future staff development and bring passion and purpose to the role.

Resources

There is enormous potential and opportunity to extend, develop and expose the current team to new skills and increase their capability and capacity.

The successful applicant will identify appropriate financing and funding strategies to meet operational and capital needs.

The council operates the accounting package Authority. An individual with exposure to a variety of financial packages and with advanced Excel and computer skills would be most suited to this role.

Results

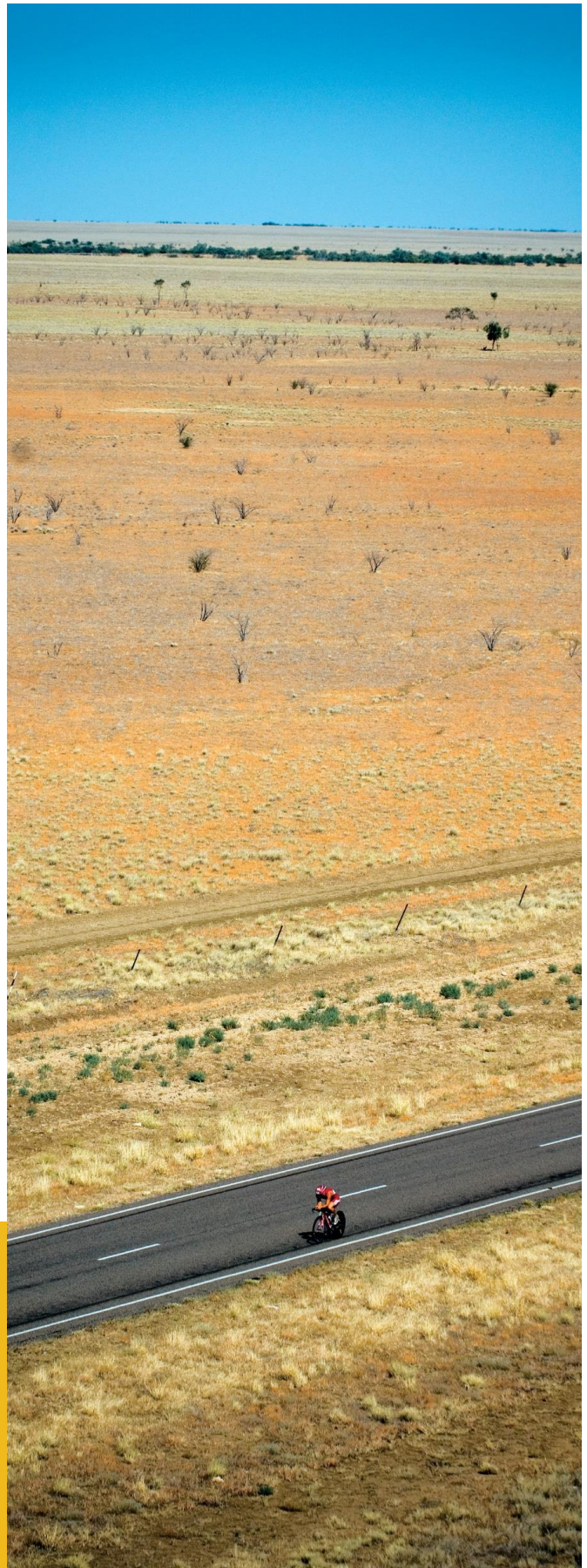
A competent and experienced financial professional, who has broad exposure in:

- preparing key financial deliverables including annual budgets, operating and capital expenditure reports,
- financial strategy and models,
- quarterly reviews,
- performance monitoring and
- ad hoc financial projects around economic development, and asset sustainability.

Some key projects include:

- overseeing and redesigning financial processes and procedures, including a new chart of accounts that is aligned to meeting the organisational needs.
- Guiding, mentoring, cross training and developing finance staff to ensure effective succession planning amongst the current workforce – with a “grow our own outlook”.

An understanding of Local Government is desirable, however, willingness and keenness to learn Local Government legislation and statutory requirements is imperative if the successful applicant is new to local government.





Personal Attributes

Council is seeking a Finance Manager who is passionate about doing their job well, ensures budgets and reports are correct and who sets a standard in the financial services portfolio.

The successful applicant will create a positive work environment, be engaging and have the willingness to take the team on a financial journey to continue the capacity and capability foundations that have already been established within the team.

The Finance Manager will report to an energetic, capable Director who is passionate about developing capability within the organisation and community.



Opportunities

- Opportunity to oversee and redesign financial processes and procedures, including a new charter of accounts that is aligned to meeting the organizational needs.
- Guiding, mentoring, cross training and developing finance staff to ensure effective succession planning amongst the current workforce – with a “grow our own outlook”.
- Be part of an amazing team and work with a dedicated and professional Director.
- Participate in interesting ad hoc projects around economic development, and asset sustainability.
- Be part of a real community and enjoy the outback lifestyle.

Challenges

- Ability to problem solve and find practical and relevant solutions.
- Working with the accounting package Authority and other technical reporting packages.



Qualifications, Skills & Attributes

- Experience in financial services leadership in a similarly sized and similarly complex organisation, exposure to a regional organisation is desirable.
- Extensive knowledge of accounting systems, Australian Accounting Standards, financial and legislative reporting requirements.
- Proven ability to develop, maintain and improve quality systems and processes to produce meaningful financial reports that link directly with performance reporting that supports governance and management.
- Tertiary qualifications in Accounting/Finance or related discipline or demonstrated and relevant experience that is clearly articulated in the selection criteria.
- Experience in managing people whilst fostering continuous improvement and capacity building amongst the team.
- Personal attributes that reflect Flinders Shire Council's Vision, Mission and Values statements.



Salary Package Information

Joining Flinders Shire Council will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. You will be part of a community that values teamwork, leadership and recognition, with a strong customer focus on the delivery of services.

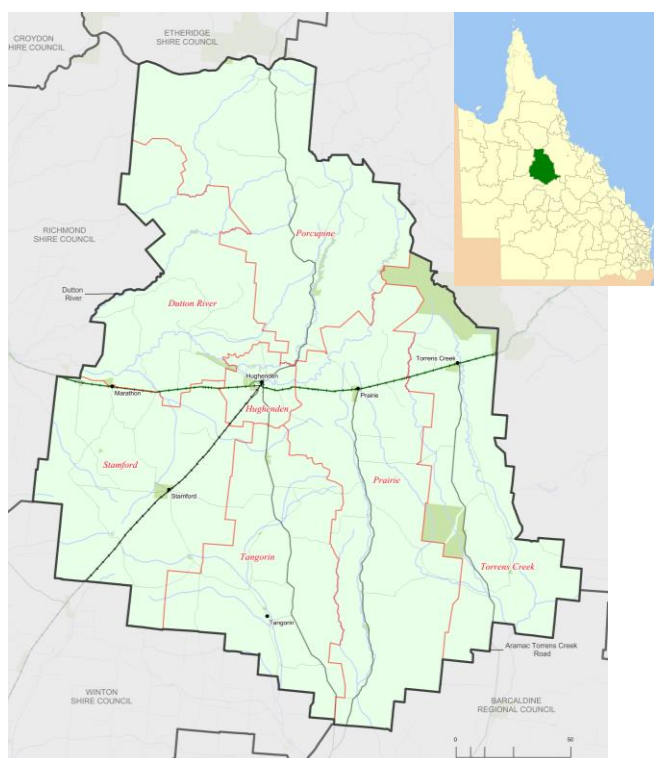
Benefits for this role include:

- Base salary range from \$90 000 – \$130 000 per annum
- Locality allowance – up to \$3,416 per annum
- Up to 12% Superannuation – based on 6% employee contribution
- 5 weeks Annual leave with leave loading
- Subsidised housing – between \$77 - \$154 per week depending on available housing
- Relocation assistance – up to \$5000 as per council policy.



About Council

The Flinders Shire covers an area of 41,199.2 square kilometres situated on the Flinders River, one of the longest rivers in Queensland.



Flinders Shire Council is situated approximately halfway between the cities of Townsville and Mount Isa. The Shire is divided by the Flinders Highway – now known as the popular tourist drive “The Overlander’s Way”. Flinders Shire encompasses the townships of Hughenden, Prairie, Torrens Creek and Stamford, and the Shire has become a major hub for transport and travellers alike. Hughenden is the main centre, situated on the Flinders River. There are approximately 1,569 (2016 Census) residents who call the Shire home, with its main industries being cattle and sheep grazing, tourism and renewable energy.

Flinders Shire Council is composed of six councillors with the council offices located in Hughenden. Flinders Shire Council manages the services provided to the community through three Directorates together with Executive Services Branch.

Corporate & Financial Services – oversees financial control, governance and compliance, business services, systems, communications and IT.

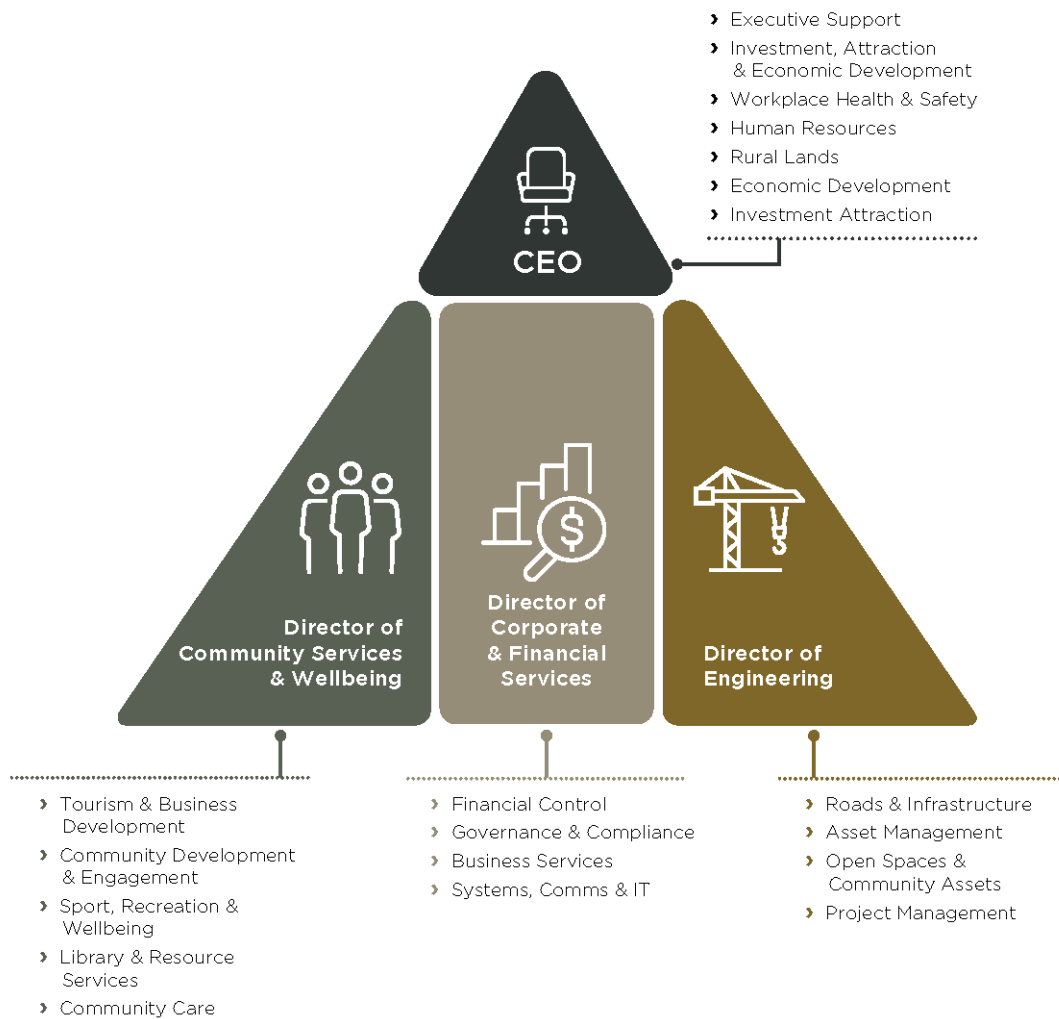
Community Services & Wellbeing – oversees tourism and business development, community development and engagement, sport, recreation and wellbeing, library resource services and community care.

Engineering – oversees roads and infrastructure, asset management, open spaces and community assets and project management.

Links to Council Information



Organisational Structure





Living in the Region



Housing

Housing options in the region include a mix of detached houses and a few small apartment buildings or units in the town centre. Traditional outback-style homesteads and farmhouses are also common. The Council has recently been selling land at record prices, so it's the ideal time to build in this fabulous community.



Educational Facilities

Flinders Shire Council have both primary and high schools available within the region, along with the Distance Education network. Tertiary education is available further afield at the Charters Towers TAFE Campus or the James Cook University in Townsville.



Healthcare

There are excellent medical facilities in the region with the Hughenden Public Hospital and the Hughenden Multipurpose Health Services. The region is home to medical centres, private health centres, dental practices, aged care facilities and other traditional and non-traditional medical practitioners.



Living in the Region



Shopping & Dining

Brodie Street in Hughenden is the principal retail area of the region. It's the ideal place to stroll through local shops, stop for a coffee and view the local art features. Hughenden provides you with all your retail requirements from everyday needs to cafes and restaurants.



Sports & Recreation

This vibrant town offers an abundance of thrilling recreational opportunities for both its cherished citizens and adventurous visitors. Tee off at the picturesque Hughenden Golf Course, feel the excitement as you explore the playgrounds, and test your skill in the time-honoured sport of lawn bowls. Brace yourself for the ultimate recreation hub - the Hughenden Recreational Lake! Unleash your inner adventurer with boating, skiing, and fishing galore. Dive into the crystal-clear waters for a refreshing swim and bask in the joy of fabulous picnic and play areas that guarantee endless fun for everyone.



Getting Around

There are five major roads entering Hughenden, from the north, south, east and west. Situated on the Overlander's Way approximately halfway between Townsville and Mount Isa, the Hughenden region is a hub for many destinations. REX Airlines fly to Hughenden Aerodrome every Monday, Wednesday and Friday from Townsville.

Endless Horizons Hughenden



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Experience in financial services leadership in a similarly sized and similarly complex organisation, exposure to a regional organisation is desirable.
- Extensive knowledge of accounting systems, Australian Accounting Standards, financial and legislative reporting requirements.
- Proven ability to develop, maintain and improve quality systems and processes to produce meaningful financial reports that link directly with performance reporting that supports governance and management.
- Tertiary qualifications in Accounting/Finance or related discipline or demonstrated and relevant experience that is clearly articulated in the selection criteria.
- Experience in managing people whilst fostering continuous improvement and capacity building amongst the team.
- Personal attributes that reflect Flinders Shire Council's Vision, Mission and Values statements.



Applications Open

- Week Commencing
Monday 7 August 2023



Applications Close

- 5pm Thursday 7 September 2023



Initial Assessment

- Week Commencing 11 September 2023



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles 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 you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Katharine Ottaway

Talent Consultant



Katharine is an experienced and resourceful senior recruitment consultant having worked across both the private and public sectors across Australia.

Her experience across labour hire, internal and external recruiting and job networking, has enabled Katharine to build strong relationships with stakeholders, implement new strategies and processes and deliver projects on time.

Katharine's professionalism and fairness, along with her commitment, energy and perseverance are what makes her an excellent recruiter.

CONTACT

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ATTACHMENT

Position Description

POSITION DESCRIPTION

Position Details

Position Title:	Finance Manager
Award Classification:	Senior Officer
Employment Conditions:	3 Year Contract
Department / Branch:	Corporate & Financial Services / Finance
Principal Location:	Shire Office, Hughenden
Reports to:	Director of Corporate & Financial Services
Direct Reports:	5

Flinders Shire

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle
Our Mission:	To promote quality of life through leadership, attitude and respect
Our Values:	<ul style="list-style-type: none"> • A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership • Communication • Leadership • Recognition

The Department

Corporate & Financial Services

Financial Control

Corporate Planning & Performance
Audit & Business Improvement
Accounts Payable / Receivable
Revenue
Procurement / Stores

Business Services

Customer Service
Compliance Administration
Records Management
Website Maintenance
Internal Systems Support
Administration

Systems Support

Information Technology
Communication systems and support
Cyber Security
Onsite network management
Technical Support

Governance

Corporate Planning & Performance
Complaints & Disclosures
Risk Management
Training Compliance & Analysis
Governance Support

Position Objective

The Finance Manager is responsible for the preparation of Councils key financial deliverables including annual budget, operating and capital expenditure reports, long term financial strategy and model, quarterly reviews, annual reports and performance monitoring.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Corporate Governance

- Provide ongoing training, mentoring and support to staff on Council's budgeting and reporting system
- Research, draft and analyse Council Policies to ensure compliance across financial services
- Maintain effective administrative procedures and processes to ensure relevant, effective and timely development and review of Council's policies, delegations, and internal administrative controls; including stakeholder engagement and communication to Council, management, staff and the community as required
- Assist in collation and review of Council's Corporate and Operational Plans and statutory and/or operational performance under the direction of the Executive Management Team
- Undertake regular reviews to develop and refine Council's financial systems ensuring financial modules are operating to potential, where required, reporting to Council on improvements to ensure best practice as appropriate to Flinders Shire
- In consultation with the executive team and auditors, coordinate and monitor activities relating to both internal and external audits

Financial Returns, Reporting and Acquittals

- Develop user-friendly financial reports that assist managers and staff in understanding and analysing their operations from a financial perspective
- Complete end of month processes within prescribed timeframes
- Prepare performance reports as per Council reporting periods as directed including detailed exception analysis
- Oversee and maintain Council's Fixed Asset Register.
- Review, develop, and implement financial systems, processes and financial models that provide reliable financial information for various departments and senior leaders
- Coordinate Council's end of year processes and production of the Annual Financial Statements including relevant beforehand tasks
- Complete relevant tax returns including FBT, GST, PAYG and taxable payment reports
- Prepare government agency returns as required

General Ledger

- Maintain integrity of the general ledger ensuring accurate reflection of financial performance and position of Council
- Maintain Chart of accounts in General Ledger and all of the subsidiary ledgers
- Responsible for all monthly reconciliations to enable accurate monthly reporting
- Manage all general ledger enquiries and process Journal requests in a prompt and efficient manner
- Loading of data for project and operating budget accounts into relevant ledgers

General Accounting and Finance

- Prepare and present forecasts, financial statements, annual budgets and budget reviews aligned to Council timeframes
- Provide, analyse and provide advice on financial and non-financial information to assist management to monitor performance, forecast outcomes and budgetary control
- Responsible for the preparation, maintenance and enhancement of Council's Long-Term Financial Plan and Model including improvement strategies and financial sustainable indicators
- Participate in the capital planning process including the development of the annual capital works program and undertake monitoring and forecasting during the year
- Support the development adoption and implementation of the annual fees and charges schedule

General

- Provide timely, relevant and effective support and advice to staff and management to encourage the development of a responsive and integrated corporate governance culture
- Promote and co-ordinate an integrated corporate governance management framework within Council incorporating records, information, risk management, training & development and capacity building
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level as directed
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep the Director of Corporate & Financial Services appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply

with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).

- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: Corporate & Financial Services Team, other portfolios across Council and senior leaders including Executive Management Team, Chief Executive Officer and elected members

External: Local Government Association of Queensland (LGAQ), Government Departments and regulatory Agencies, other Local Government Councils

Delegations: The Senior Advisor Legal, Risk & Governance works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Extensive knowledge of accounting systems, Australian Accounting Standards, financial and legislative reporting requirements.
2. Demonstrated experience in developing and managing budgets, accounting procedures and guidelines in line with Australian Accounting Standards, Queensland Local Government legislation and audit requirements.
3. Proven ability to develop, maintain and improve quality systems and processes to produce meaningful financial reports that link directly with performance reporting that supports governance and management.
4. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders through various modes.
5. Effectively lead develop and mentor a team to achieve objectives and contribute to Council strategic goals.
6. Demonstrated ability to meet and manage competing priorities and deadlines while solving complex problems and developing sustainable solutions for Council.
7. Working knowledge of Risk Management Framework within Local Government and the application of the framework to the role.
8. Demonstrated commitment to excellent customer service, and the ability to respond to all customer enquiries, internal and external in a professional and patient manner while managing conflicting priorities and change.
9. Advanced demonstrable skills within Microsoft Excel, demonstrated experience working with other Microsoft Office Suite software, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Authority and TRIM.
10. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

11. Tertiary education in Finance, Commerce, Accounting or related field and eligible membership to the Australia Society of Certified Practising Accountants or Chartered Accountants association.

Authorisation

Position Approved By: Melanie Wicks, Director of Corporate & Financial Services

Signature: _____ **Date:** _____

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____