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We respectfully acknowledge the Traditional Owners, Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Wangan and Jagalingou peoples 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 Isaac Region is at the forefront of change and innovation regionally, nationally and globally. The region's opportunities include mining development, clean energy, agriculture, economic diversification and investment attraction. Picturesque coastal villages and modern mining towns offer a diverse combination of coastal and country living.

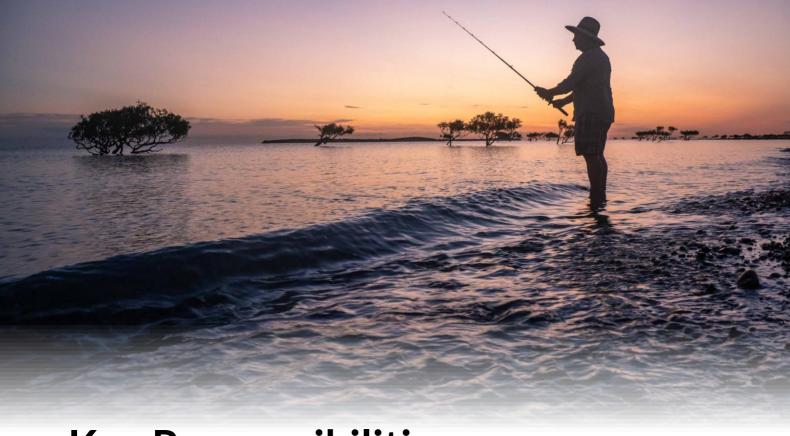
Position Overview

Isaac Regional Council is seeking a Manager Financial Services who will work closely with the Director Corporate Services in leading the strategic and operational financial functions of the Council. This is a unique opportunity for a seasoned finance professional to manage total financial operations and contribute significantly to the long-term financial sustainability of the Council and the community.

The Manager Financial Services will provide leadership to the Financial Services Department, ensuring effective delivery of policy, planning and service functions while maintaining and upholding Council's corporate values. The position is ideally suited to a strong, collaborative leader who is willing to be hands-on and provide practical support to their team.







Key Responsibilities

- Provide strong leadership that is collaborative in nature, fostering a supportive and cohesive team environment.
- Prepare and oversee both the annual budget and long-term financial plans, ensuring alignment with Council objectives and regulatory requirements.
- · Manage the preparation of externally audited financial statements, ensuring accuracy and compliance with relevant standards.
- Oversee the management and modeling of rates, ensuring accurate and efficient rate-setting and collection
- · Handle treasury function, including the management of investments and borrowings, to optimise financial performance and ensure fiscal responsibility.

Key Projects

The Manager Financial Services will be involved in various key projects including:

Tech One Upgrade

 Contribute to the whole solution upgrade of Tech-One, transitioning from an on-premises CI environment to a cloud-based system over the next three years.

Development and Delivery of Capital Program Budgets

 Assist with the development and execution of capital program budgets and forecasting to ensure effective allocation and utilisation of resources.

Advancement of the Asset Management Plan

Assist with the advancement of the asset management plan, ensuring the sustainable management and optimisation of Council's assets.

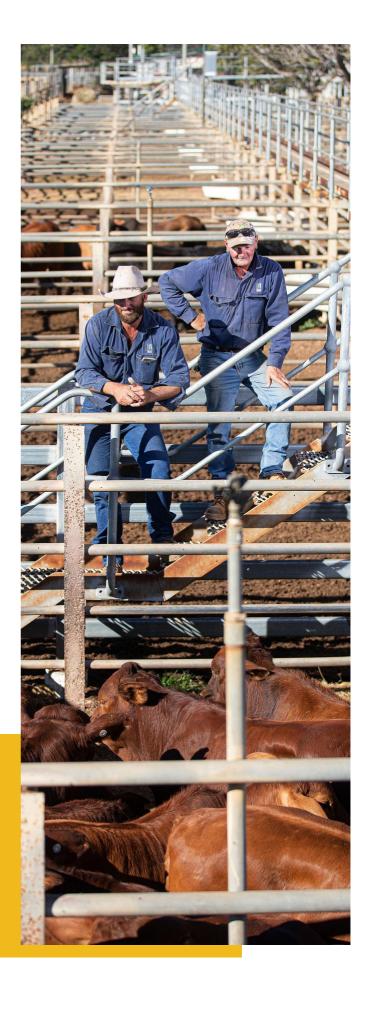




Opportunities and Challenges

The role of Manager Financial Services has its share of interesting challenges and opportunities for the new incumbent. One of the primary identified key challenges is providing timely and accurate financial advice to the Council while working directly with the **Executive Leadership Team on financial** management. This requires effective communication and the ability to navigate differing perspectives. Additionally, addressing staff turnover and attracting and retaining capable staff will be crucial. The Manager will need to be actively involved in the recruitment process offering the opportunity to build a strong and stable team.

The Manager Financial Services will join a financially sound organisation, providing a solid foundation for future initiatives. There is a significant opportunity to lead innovation in financial management, driving improvements and efficiencies across the Council. By leveraging a sound financial position, the Manager can implement innovative practices and strategies, contributing to the long-term success and sustainability of the organisation.









Stakeholder Engagement

Stakeholder engagement for the Manager Financial Services involves working closely with both internal and external parties. Externally, this includes collaborating with Councillors, Elected Members and the Queensland Audit Office to ensure transparency and compliance. Internally, the role requires extensive interaction across the entire organisation, liaising with various departments to align financial strategies with broader organisational goals and facilitate effective communication and cooperation.

The Team

The Manager Financial Services will lead a dedicated team of three direct reports, who have held their positions for over five years, bringing a wealth of experience and stability to the department. While there are currently staff turnover issues in positions a level below the direct reports, this is being effectively managed to ensure continuity and performance. The existing team is well-established and capable, providing a solid foundation for the Manager to build upon and drive further success.

The Culture

The organisational culture at Isaac Regional Council is generally positive and welcoming, characterised by a friendly and supportive atmosphere where everyone gets along well. The Council remains stable with consistent Elected Members. The environment fosters collaboration and inclusivity, making it a pleasant and engaging place to work, with many staff remaining in their positions long-term.







Selection Criteria

- Demonstrated strong and collaborative leadership experience, including the ability to effectively manage and develop a team, foster a positive working environment, and drive organisational success.
- Demonstrated experience in aligning financial strategies with organisational goals, providing expert financial advice, and leading innovation in financial management.
- Extensive experience in financial management, including preparation of financial statements, budgeting, forecasting and compliance with regulatory requirements.
- Excellent written and verbal communication skills, with the ability to clearly convey complex financial information to various stakeholders, including Councillors, executive leadership and external agencies.

Qualifications, Skills and Attributes

- Tertiary qualifications in Accounting, Finance, or a related field, with a minimum of 5 years working experience in a similar role.
- CA/CPA Qualifications or eligibility to obtain is advantageous.







Council Employee Benefits

The Isaac Regional Council employee benefits include:

- \$187 000 base salary plus 12% superannuation
- Provision for accommodation if required
- Full private use vehicle or allowance in lieu
- Consideration of flexible working arrangements by negotiation.
- Professional development and training opportunities
- Employee 'Study Assistance' scheme
- Free Employee Assistance Program for work or non-work-related matters
- Relocation assistance in line with Council policy







The estimated resident population is around 23,000 – 24,000 spread across 17 unique communities. The Isaac local government area spans an area of approximately 58,000 square kilometres.



Links to Council Information









Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 800km south of Cairns, with access to world class export infrastructure.

Isaac's Gross Regional Product was \$30.82 billion in 2024, growing 15.1% since 2023. Much of the region's economic output is attributable to the resource sector. Agriculture is another key industry for the region.

Tourism also features on the economic landscape with the Isaac coast identified as an emerging tourism precinct for development in the Mackay Destination Tourism Plan 2014. The coast also hosts commercial fishing and aquaculture operations.



Organisational Structure



CORPORATE SERVICES AS OF 20/11/2025



Corporate Services

Manager Financial

Services

Vacant

41,000.00

Moranbah

Corporate Services

Manager Budgets and Statutory Reporting

Susan Martin

41,002.00 Moranbah

Corporate Services

Manager Accounting Services

Louise Walsh

41,006.00 Moranbah

Corporate Services

Trainee Finance Officer

Ashlyn Buckley

41,014.00

Moranbah

Corporate Services

Manager Rates & Accounts

Zoe Behrendt

41,017.00 Clermont







From picturesque coastal villages to modern mining towns, the Isaac region offers the best of coastal and country living. Covering an area of 58,862 square kilometres the Isaac region is home to more than 24,000 families, workers, retirees and sea/tree changers.

There are 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence and smaller villages of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

Carmila

At the foot of the Connors Range on the Bruce Highway is Carmila, a cane growing district. Before cane farming, the Carmila Ranges was known to hold the most unique rainforest in the world. Today it nurses remnant pockets of rainforest abounding with plants and wildlife.







Clairview

Clairview is a popular fishing and crabbing beach side community. In 1997, the Great Barrier Reef Ministerial Council established Clairview as a Dugong Sanctuary. Isaac Regional Council is active in the management of marine areas for the protection of dugongs and the continuation of dugong habitation along the Isaac coastline.

Clermont

Clermont is one of the most historic towns in northern Australia and has a colourful past filled with drama and laced with tragedy. Established in 1862, Clermont was the first inland settlement in the tropics, making it a frontier town in the truest sense of the word. Evidence from the days of gold-rushes, copper mines, timber getters, shearers, stock men and squatters can still be found in and around Clermont..

Coppabella

The name Coppabella is said to be an Aboriginal word from a New South Wales dialect meaning 'crossing place'. Coppabella is unique in the region for two reasons: the first, that it did not form around an existing pub, and secondly, that it was built entirely by a government department and passed to local government to administer. It is still a 'closed town' in that it lives and exists only because of the railway.







Dysart

Dysart is a friendly community with modern facilities, including an Olympic-sized pool and nine-hole golf course. Established in 1973, the town caters to the coal mines of Saraji and Norwich Park as well as the many surrounding cattle and grain properties.

Moranbah

Moranbah is often described as the hub of the Isaac Region, offering most services you will find in the bigger towns. The town centre includes an interesting water feature and child's play area creating a relaxing atmosphere where you can enjoy a coffee break with friends at the local bakery.

Nebo

The town of Nebo was officially known as Fort Cooper; however, in 1923 the name was changed by popular demand to Nebo, derived from Nebo Creek. In the early years Nebo township was strategically situated at the crossroads of the main south-to-north track and the east-to-west track now known as Peak Downs Highway.

St Lawrence

The township of St Lawrence is one of the oldest towns on the east coast of Queensland. It was originally built to service the Customs Office for the Port of St Lawrence. One historical building still remaining from this time is the Council Office. The St Lawrence Wetlands is a significant wetlands and precious habitat for freshwater fish and abundant bird life. Creek and Valkyrie.







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 Selection Criteria (page 7)



Evaluation Process

Leading Roles and Isaac Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Isaac Regional Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO "right to work" check as well as financial probity checks.



Indicative Timeframes



Applications Open

Week Commencing Monday 15 December 2025



Applications Close

• 5:00 pm AEST Friday 16 January 2026



Initial Assessment

Week Commencing Monday 19 January 2026



Council Interviews

Week Commencing Monday 26 January 2026

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.





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



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	 Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. Video Conference Interviews: Initial interviews with longlisted applicants. Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	 Preparation: Shortlisted candidates receive a briefing prior to client interview. Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	 Checks: Simple online verification, including: Reference Checks Criminal History and Right to Work Checks Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	 Negotiation: Consultant to support salary negotiations. Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	• Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	Check-in: Regular check-ins throughout the first year.







ANGIE SIMMONDS Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

- **©** 0476 861 300
- angie.simmonds@leadingroles.com.au
- leadingroles.com.au

Client Rating

Candidate Rating



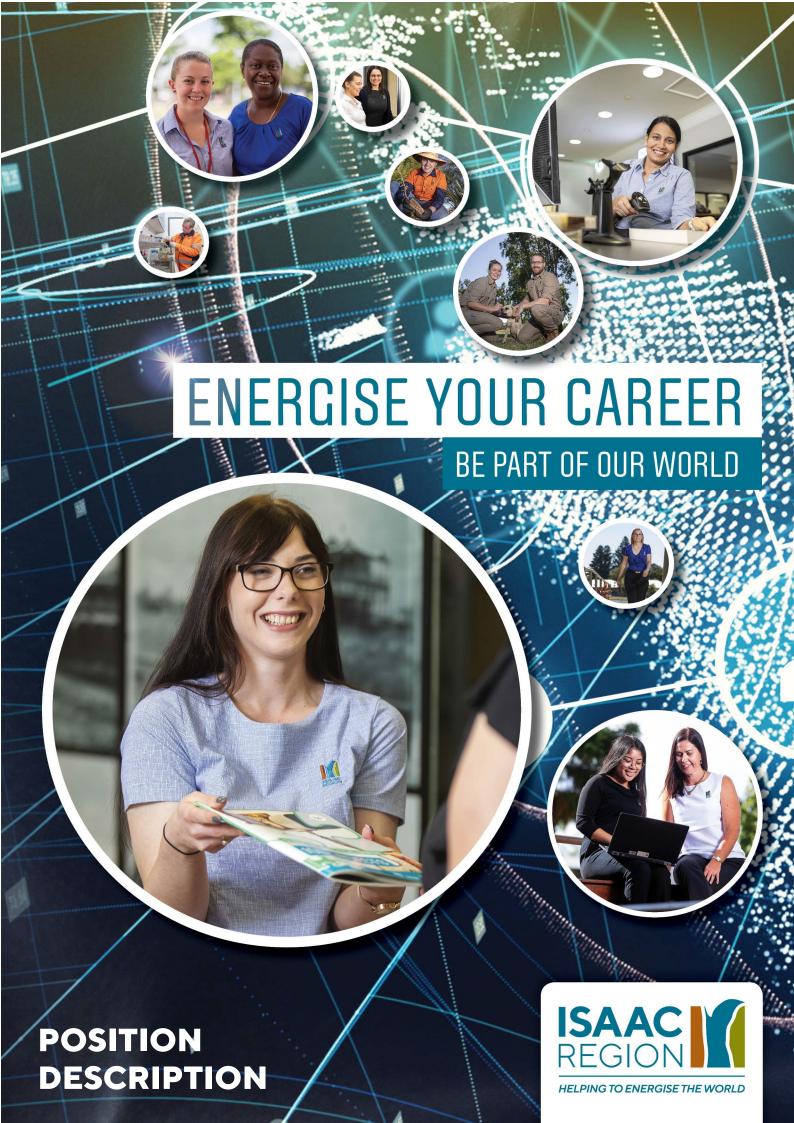














POSITION DESCRIPTION



POSITION TITLE	Manager Financial Services	CLASSIFICATION	M3 Contract
DIRECTORATE	Corporate Services	AWARD STREAM	M3 Contract
DEPARTMENT	Financial Services	REPORTS TO	Director Corporate Services
POSITION NO.	41,000.00	LAST REVIEW DATE	December 2025

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km2 comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focusing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Financial Services Department provides support and advice to Council to enable sustainable financial management, informed decision making and efficient and effective service delivery. The Financial Services Department is responsible for providing core services relating to rating and revenue, financial asset, accounting services and payroll in a timely and accurate manner to meet all management and legislative requirements, including operations of Council.

C. POSITION SUMMARY:

The Manager Financial Services position works as a strategic partner with the Director Corporate Services and is accountable for total financial management across Isaac Regional Council.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

- Provide leadership and management direction to the Financial Services Department to ensure the effective delivery of policy, planning, project and service delivery functions on behalf of Council and the community.
- Initiate / review, develop, implement and continually improve sound business practices, supported by sustainable financial practices for the long-term benefit of the community and Council including the development of long-term financial forecasts.
- Ensure the Department provides expert and timely financial advice and strategic enablement to Councillors, the Chief Executive Officer, the Executive Leadership Team and other Directorates / Departments as required in accordance with Council and statutory requirements.

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- Provision of timely and accurate internal and external financial and management reporting, including analysis and predictive modelling as required, to enable effective monitoring of performance and meet all relevant regulatory and legislative requirements.
- Establishment and maintenance of financial policies and procedures to meet all relevant regulatory and legislative requirements, as well as providing a framework for overall good governance.
- Undertake all duties in a manner which aligns with Council values, maintains a positive working environment for the Finance team, and encourages positive relationships with other internal and external stakeholders.
- Provide leadership and management of functions including, but not limited to: 7.
 - budgeting and long-term forecasting requirements, process improvement, financial system chart maintenance (through Information Systems Department), management reporting, financial statements and other statistical / compliance reporting.
 - performance of the rating, accounts payable / receivable and treasury functions of Council.
 - financial asset management, payroll, management accounting and financial compliance services.
- Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
- Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values:
- 10. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
- 11. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

- A strong working knowledge of accounting standards and concepts, statutory financial reporting and treasury functions as they apply to Local Government.
- Proven knowledge of relevant State and Local Government legislation applicable to financial and accounting management.
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical, professional written communication.
- High level proficiency in computer skills and financial accounting systems.
- Excellent interpersonal and verbal communication skills.
- Demonstrated knowledge and understanding of issues relating to strong financial sustainability.

Experience

- Demonstrated experience in providing leadership and management of Finance Department functions and activities (Local Government experience will be an advantage).
- Demonstrated experience in working with financial systems suitable for a medium to large organisation (Technology One experience will be an advantage).
- Demonstrated experience in the development and maintenance of financial and accounting strategies, plans, policies, systems and procedures.

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POSITION DESCRIPTION



Experience in the provision of financial and accounting advice to all levels of Council (or similar sized organisation).

Qualifications

- Tertiary qualifications in Accounting / Finance or related field, coupled with significant experience (5+ years) in a similar role essential.
- 2. CA/CPA qualifications (will be an advantage), or eligibility to acquire.
- Ability to pass a pre-employment functional assessment and/or behavioural testing. 3.

	4. The fole requires the possession of a current C Class Open Australian Drivers Licence.				
F.	PHYSICAL DEMAND CATEGORY: ☐ Sedentary Work ☐ Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs. ☐ Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs. ☐ Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.				
	Audio-Visual Dem ⊠ Depth Perception	nands: Colour Discrimination	□ Peripheral Vision	⊠ Hearing (Avg)	
	Specific Actions F This job may include Standing/Walking None Occasional 1 - 4 Hrs 4 - 6 Hrs 6 - 8 Hrs	de: Sitting None Occasional 1 - 4 Hrs 4 - 6 Hrs 6 - 8 Hrs	Driving ☐ None ☐ Occasional ☐ 1 - 4 Hrs ☐ 4 - 6 Hrs ☐ 6 - 8 Hrs	Work Environment Attribute: Chemicals Cold Dampness Fumes/Gases Heat/Humidity Heights Noise	Yes No
	⊠ Simple Grasping	⊠ Fine Manipulation	☐ Pushing & Pulling	□ Finger Dexterity	☐ Foot Movement
	This Job Will Req	uire:			
	Manoeuvre Bending Squatting Climbing Twisting Reaching	Frequent	Occasional	None	
G.	DELEGATED AUTH Register): Delegations as deta				e Delegated Authorities
mmm	EXTENT OF AUTHO			y rogistor.	

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Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. HEALTH SAFETY AND WELLBEING, QUALITY AND ENVIRONMENTAL OBLIGATIONS: Workers and Others authorities and responsibilities include the following:

- 1. Take reasonable care for their own health and safety.
- 2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
- 3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
- Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
- 5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
- 6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
- 7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
- 8. Raise any non-conformances with their supervisor.
- 9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
- 10. Participate in Councils rehabilitation and return to work processes as required.
- 11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
- 12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
- 13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. **RESPONSIBILITIES:**

Corporate Responsibilities

Code of Conduct

- Compliance with Council's Code of Conduct, management directives and policies and procedures. ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
- 2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

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POSITION DESCRIPTION



Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. **GENERAL OBLIGATIONS:**

- This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
- Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
- All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
- 4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

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