

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Finance Manager		
Location	Darwin	Department	Finance
Classification	Level 10	Position Type	Permanent Full Time
Position Number	TBA	PD Number	TBA
Reports to	Director Finance	Reports to	Chief Executive Officer
Repartee's Roles	N/A		
Coverage	Local Government Industry Award 2020		
Approved By		Date	

Position Objective

To ensure Council's financial systems are correctly processing, recording and reporting information required on a timely basis for the Council, Executive and responsible officers to meet Council's objectives and legislated responsibilities.

Key Responsibilities

1. Financial System Management

- 1.1. Supervise and deliver Council's finance and accounting functions in line with policies and statutory requirements.
- 1.2. Ensure the timely preparation, presentation and delivery of the annual budget, long-term budget and budget performance information for the Council to meet its Annual Plan legislative responsibilities.
- 1.3. Ensure the review of annual and long-term budgets to meet Council's need and statutory requirements.
- 1.4. Oversee Council's Enterprise Resource Planning (ERP) system to ensure it best fits Council's needs as effectively and efficiently as possible.
- 1.5. Monitor and manage Council's tied and untied funding including Council's immediate and short-term cash needs.

2. Financial Reports

- 2.1. Ensure the timely preparation and presentation of monthly financial reports to Council, quarterly financial reports to Local Authorities and reports to the Risk Management and Audit Committee (RMAC) is achieved.
- 2.2. Prepare and deliver ad hoc financial reports to the Executive, work teams and committees.
- 2.3. Prepare the annual financial statement, associated notes and financial information for the Annual Report to comply with the Australian Accounting Standards and the Local Government legislation.

3. Audit and Compliance

- 3.1. Oversee external audits, compliance reviews and asset valuations including the on-site visits and the timely delivery of information.
- 3.2. Ensure program activity financial acquittals are prepared, audited if necessary and submitted to meet the Funder's requirements.
- 3.3. Complete Council's Grant's Commission annual reporting requirements.

Key Responsibilities

4. Taxation, Insurance and Rates Obligations

- 4.1. Oversee the preparation and lodgement of Business Activity Statements (BAS), Fuel Tax Credit (FTC) claims, Fringe Benefit Tax (FBT) reports.
- 4.2. Supervise the management of insurance and Disaster Recovery claims.
- 4.3. Supervise the raising of General and Special Rates, and Water notices including the preparation and delivery of the annual Rates Declaration for Council's consideration.

5. Provide Advice and Support

- 5.1. Ensure training, guidance and support on council's procurement, invoicing and receipting, credit card management, asset registers, budget development and management, and report generation is available and delivered to users.
- 5.2. Assist in the assessment and procurement of insurance policies.
- 5.3. Assist in the assessment of Council's Enterprise Resource Planning (ERP) system to ensure ongoing suitability and to implement cost effective improvements.
- 5.4. Participate in the assessment and procurement / leasing of whole of council ICT software and hardware decision-making.
- 5.5. Review, advise and develop job costings for overhead cost allocations, provision and reserve building and to update charge out rates.
- 5.6. Jointly facilitate the payment of wages, allowances and Accounts Payable payments in a timely manner.
- 5.7. In conjunction with all Council directorates, review and develop financial policies, procedures and practices to achieve compliance and best practice.

6. Employee Responsibilities

- 6.1. Follow the requirements of your Contract of Employment.
- 6.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 6.3. Follow all lawful instructions.
- 6.4. Seek help or support from the appropriate personnel when needed.

7. Work Health and Safety (WHS)

- 7.1. Follow all approved WHS practices and processes connected with your work.
- 7.2. Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.
- 7.3. Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.

Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria of attaining one.
- Proven experience in managing the financial affairs of a local government council or comparable organisation.
- Demonstrable experience in leading a team using an Enterprise Resource Planning (ERP) system to prepare budget, financial management and statutory reports.
- Hold a Bachelor Degree in Finance or Accounting and you are a member or are working towards being a member of a recognised accounting body (e.g. CPA or CA ANZ)
- Capable of working to deadlines and balancing multiple priorities.

Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to travel to remote communities in light aircraft or vehicle and stay on remote locations when required.
- Proficiency in using Council's systems.
- Familiarity with Council's finance related delegations, policies, procedures and processes.