



Shire of Derby / West Kimberley

POSITION DESCRIPTION

Manager Finance

January 2025

Position Title:	Manager Finance
Classification:	Contract
Unit:	Corporate Services
Department:	Finance Department
Responsible to: (Immediate Supervisor)	Director Corporate Services
Incumbent:	Existing position
Prepared By:	People and Culture
PD Reviewed and/or Updated:	January 2025

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children’s children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY.**

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Derby

📞 (08) 9191 0999 | 30 Loch Street
 ✉️ sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

📞 (08) 9191 5355 | Flynn Drive
 ✉️ sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

1. POSITION OBJECTIVES

- To provide accurate, efficient, timely and effective advice relating to the management, control and development of the financial services of Council, ensuring compliance with relevant financial legislation, regulations and accounting standards. The position is responsible for achieving the strategic financial objectives of the organisation, .
- The position also involves maintaining appropriate internal financial controls and risk management strategies. A key responsibility is motivating and proactively developing staff through relevant training, mentoring, and coaching to support their professional growth and effectiveness.

2. KEY RESPONSIBILITIES

- Provide strategic leadership and direction for the organisation by effectively managing staff, services, and resources to deliver a high standard of service.
- Ensure the accurate and timely preparation of financial management and statutory reports, including the annual budget, mid-year budget review, quarterly and monthly management reports, annual financial statements, and other required documentation.
- Develop financial plans for the Shire's Council Plan and related strategies.
- Offer guidance to Council and staff on the Shire's financial management.
- Oversee the rating function in compliance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, relevant legislation, and Shire policies and procedures.
- Collaborate with the Office of the Auditor General and external auditors and consultants on statutory audits, reviews, and related processes, ensuring compliance with relevant regulations, such as the Local Government (Audit) Regulations 1996, and the implementation of audit findings.
- .
- Drive continuous improvement by enhancing the organisation's capacity to deliver sustainable services, reviewing financial systems and processes, and initiating improvements in software, operations, and business procedures.

OUTCOME: Customer Service

- Develop harmonious relationships with all customers, internal and external.
- Treat all clients with professionalism and dignity.
- Develop and maintain a sense of loyalty and team ownership between members of the department.
- Take initiative to attend to existing or potential customer enquiries in a prompt, courteous and effective manner in line with the Shire's Customer Service Charter.

OUTCOME: Workplace Health and Safety

- Comply with all statutory obligations, including the Local Government Act, Equal Employment Opportunity (EEO), WHS Act, Regulations and Code of Conduct.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training, as well as support the WHS Committee.

- Actively participate in personal development activities, including development of work plans, identifying training and development needs and the staff performance review process.
- Assist with human resource functions, including recruitment, staff development, inductions, training coaching and mentoring
- Ensure that incidents, injuries, hazardous conditions, near misses are correctly and promptly reported.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.

OUTCOME: Record Keeping

- Make and keep accurate records of activities that indicate the business of Council in accordance with established procedures, instructions and guidelines.

This position description is not intended to be an exhaustive list of duties of the position. The Employee will be required to undertake other duties as required having regard to the incumbent's skills and experience and in accordance with the Enterprise Agreement.

3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high-performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.

- **Professionalism** – Demonstrates behaviours consistent with the shire's values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. KEY ACCOUNTABILITIES

Leadership and Relationships

- Compliance with Councils Code of Conduct and Corporate Plans
- Provide Strong Leadership to lead and manage change
- Foster a culture that values its people, encourages and supports customer focus and demonstrates integrity by working together as one team!
- Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation
- Form positive, collaborative and customer focused relationships with internal and external stakeholders.
- Actively participate as a member of the senior management team and develop, lead and motivate other staff and employees to model effective leadership styles across the organisation.

Operational and Technical Responsibilities

- Undertake other duties as required by the Director Corporate Services in accordance with the broad banding principles of the Enterprise Agreement for Indoor staff.

Key Challenges

- The Manager must promote and exemplify The Shires Vision, Mission and Values.
- Negotiate and influence across all levels of the organisation to achieve support and endorsement for the Finance Department initiatives, Occupational Safety and Health and key projects.
- Maintaining awareness of strategic and operational demands and priorities, engaging with staff across all levels of the organisation and providing effective responses.
- Managing competing priorities, deadlines and inputs from multiple teams and stakeholders to deliver quality financial reports.
- Ensure the efficient and effective allocation of the departments resources.

5. ORGANISATIONAL RELATIONSHIPS

Responsible to: Director Corporate Services

Supervision of: Accountant, Senior Finance Officers, Finance Officers

Internal/external liaison:

Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the Shire Organisation

External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

6. EXTENT OF AUTHORITY

This position operates under general direction of the Director Corporate Services in accordance with strategic objectives, delegated authority, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995 and other relevant legislation, awards and agreements. The position is required to exercise initiative and judgement where practices are not clearly defined.

This position may make decisions in the following areas independently, without the guidance of the Director Corporate Services:

- Operates with a high degree of autonomy within the operational delegations.
- Is accountable for delivering on assigned outcomes and for the accuracy, integrity and quality of advice provided in this context

7. SELECTION CRITERIA

Knowledge, Skills and Experience:

Essential:

1. A tertiary qualification in finance or accounting is essential, with CA or CPA membership and ongoing professional development highly regarded.
2. Demonstrated expertise in preparing Annual Financial Reports, General Purpose Financial Statements, and Statutory Budgets, with a strong understanding of Australian Accounting Standards.
3. Extensive experience in financial services, including strategic financial planning, statutory reporting, budgeting, and management reporting, ideally within local government or business.
4. Knowledge of Council rates management, including rates modelling, and familiarity with the Local Government Act 1995 and associated regulations for differential rates.
5. Proven leadership experience in coaching and mentoring staff, fostering a collaborative environment that supports team development and career growth through modern HR practices.

6. Exceptional written and verbal communication skills, with the ability to present complex financial information clearly to diverse stakeholders.
7. Strong analytical, problem-solving, and negotiation skills, with the ability to mediate and achieve positive outcomes across varied stakeholders.
8. Self-motivated and proactive, with a commitment to continuous improvement and high-quality customer service.
9. Extensive experience with accounting software and Microsoft programs, with a track record of implementing system enhancements.

Desirable:

10. At least 3 years or more of experience in a similar position in Local Government.
11. Previous experience or familiarity with IT Vision Synergy Soft enterprise reporting program.
12. Strong ability to delegate effectively and manage time and competing priorities.

Qualifications and/or Training:

1. Postgraduate Qualifications in Finance/Accounting, Commerce or Business Administration Management.
2. Current 'C' class driver's licence.
3. Police Clearance

8. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- National Police Clearance
- Working with Children Check
- Drivers Licence

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Manager Finance

Date

Tamara Clarkson
Chief Executive Officer

Date