

TOWN of CLAREMONT Information Pack



Position **Manager Finance**

Salary **Up to \$140,000 (depending on qualifications and experience) plus up to 14% superannuation. Eligible for RDO.**

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was recently ranked Number 1 local government from a Community Scorecard, as voted by their community.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

The Town is seeking a Finance Manager to oversee the management of the Town's finance, rates and payroll functions. The position oversees a team of seven and will work closely with the Director and CEO to ensure best practice financial management for the Town. Key responsibilities of the position include:

- Annual budget preparation and mid-year review including rate modelling and budget workshops and presentations for Elected Members.
- Preparation of the annual financial statements and managing relationship with auditors.
- Manage the Town's investment and loan portfolios and cash flows requirements.
- Review and preparation of the Long Term Financial Plan.
- Oversee the timely and accurate performing of end of month tasks.
- Ensuring the accurate processing of the fortnightly payroll.

The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service. The successful candidate will:

- Have demonstrated technical skills combined with the ability to effectively supervise, motivate and develop staff capabilities.
- Have excellent time management skills and ability to work with competing deadlines to ensure compliance with legislative timeframes.
- A clear communicator who can provide advice in a practical and concise manner.
- Employ the mind set of continuous improvement and support team members to review and analyse processes to identify process improvements.

Experience with local government rates functions and payroll is highly desirable.

Applications close 2 April at 5pm. The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply. Please direct all enquiries to Joshua Collins, HR Advisor (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date. Prior applicants need not apply.



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Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **toc@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2–3 weeks, please consider your application unsuccessful.



TOWN of CLAREMONT Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

