

POSITION DESCRIPTION

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| Position Title: | Manager Finance |
| Award/Agreement: | TOC Enterprise Agreement 2021 (and any subsequent agreement) |
| Classification level: | Level 11/Contract |
| Directly reports to: | Director Governance and People |
| Positions under Direct Supervision: | Senior Accountant Accountant Senior Finance Officer Finance Officer Rates Officer Payroll Officer Finance Systems Officer |

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position is responsible for the management of the Town's finance functions in accordance with relevant Acts, Regulations, Accounting Standards and Town policies and procedures.

Objective 1: Finance Functions

- Annual Budget preparation including: create and maintain capital budget templates, producing final capital budget documents, upload final budget.
- In conjunction with Director, prepare budget workshops and presentations for Elected Members to develop the annual draft budget.
- Manage the annual rate modelling process and ensure its accuracy and completeness.
- Prepare reports and attend OCM and Audit and Risk Management Committee meetings as required.
- Prepare the annual financial statements and manage the audits.
- In conjunction with the Executive team, review asset management assumptions and calculations.
- Develop and review annually the Long Term Financial Plan with links to the Asset Management Plan and Workforce Plan to inform the Town's Corporate Business Plan and Strategic Community Plan.
- Ensure the maintenance of the fixed assets register and reconciliation to the Fixed Asset Control Accounts.
- Coordinate fair value of assets in accordance with the regulatory framework and process required journal entries.
- Review, update and implement new internal allocation methods, including admin allocations, operating and capital overhead allocations.
- Oversee the accurate maintaining of a grant register and assist with the administration of grant acquittals and annual grant audits.
- Manage the Town's investment portfolio and cash flows requirements.
- Analysis of loans and preparing memorandums with advice on refinancing options.
- Oversee the timely and accurate performing of end of month tasks.
- Ensure accurate preparation and lodgment of monthly BAS and annual FBT return.
- Develop, maintain, update and implement finance procedures and associated manuals in line with best practice.
- Implementation of new internal allocation methods, including admin allocations, operating and capital overhead allocations.
- In conjunction with Director, review and draft council policies and procedures related to Finance business unit.
- Provide high level finance advice for the Town.
- Understand and be abreast of relevant legislation changes and accounting standards.
- Carry out other duties as requested by Management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 2: Payroll

- Ensure the accurate processing of the fortnightly payroll and monthly superannuation payments for the Town's employees including:
 - Processing of PAC payments and pay increases.
 - Reporting to Services Australia, Australian Tax Office, Australian Bureau of Statistics returns,.
 - Ensuring government payments and deductions such as Paid Parental Leave and Child Support, as applicable, are processed on time and accurately.
- Providing statistical information and input into organizational reports as requested.

Objective 3: Leadership (for Managers/Senior Officers)

- Be an active, positive and contributing member of the Town's Management/ Coordinators Group.

- Provide leadership and nurture the continual development of positions under your direct supervision.
- Provide direction and achievable goal setting to team members, while setting a good example through consistently demonstrating the organisation's Values.
- Prepare high quality quarterly reports and present at quarterly reporting meetings.
- Maintain budgets for business units.
- Manage the Performance Assessment Cycle for positions under your direct supervision including annual review of position descriptions.
- Provide regular, consistent communication to and from team members, to support a productive and effective team.
- Provide technical advice and professional support to officers and others as required to resolve complex issues.
- Make suggestions and manage change that contributes to the efficiency and effectiveness of the Directorate.
- Oversee drafting and updating of work procedures, policies and procedures for the business unit.
- Report as required to the Director on workload, effectiveness and staff matters.
- Keep informed of current trends and initiatives and ensure involvement in continuing professional development.
- Provide positive representation of the Town at all times.

Objective 4: Occupational Health and Safety (For Managers/Senior Officers)

- Raising OSH awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote OSH and disseminate OSH information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the OSH management system.
- Apply OSH and relevant legislation.
- Implement components of OSH management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 5: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Tertiary qualifications in accounting.
- Demonstrated experience in organisational budgeting, forecasting, cash flow management and financial reporting.
- Knowledge of the *Local Government Act* and regulations.
- Conceptual and analytical skills to plan and problem solve in busy operational environment.
- Excellent time management skills and ability to work with competing deadlines.
- High level of communication, interpersonal and stakeholder engagement skills.
- Current National Police Clearance Certificate.

Desirable

- CA or CPA qualification.
- Experience at supervisory or management level within local government. Demonstrated skills in the ability to effectively supervise, motivate and develop staff capabilities.
- Experience using Datascape Enterprise System.
- Experience in running a payroll function.
- Experience in Local Government Rates function, pensioner rebates, deferred rates, gross rental valuations and interim rating.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Provide a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

| Chief Executive Officer Approval | |
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| | |
| Signature | Date |

| Employee | |
|-----------|------|
| | |
| Signature | Date |