



# Position Vacant – Manager Finance Services

For full details and requirements of the role – Please refer to the Position Description

## BENEFITS AND CONDITIONS

---

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Base Salary – Over Award Contract- \$130,000 per annum
- Private vehicle contribution of \$17,000 per annum
- (Total cash \$147,000 per annum)
- Subsidised rental value \$7,800
- Brand new, 3-bedroom duplex accommodation available via salary sacrifice
- 13.5% Superannuation
- 5 weeks Annual Leave, 15 days Personal Leave
- Relocation assistance negotiable per council policy
- Ability to Salary Sacrifice (eg vehicle/accommodation)
- Relevant industry memberships will be supported
- Ability for professional growth (attendance at the annual Local Government Finance Professional Conference)
- Progressive Council, always looking at opportunities to grow and develop their staff.

## HOW TO APPLY

---

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 24-25-006**

For further enquiries regarding this vacancy and associated selection process, please contact Michelle Clarke on 4620 8888.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Sunday 8<sup>th</sup> December 2024**

Graeme Kanofski  
**CHIEF EXECUTIVE OFFICER**

# Position Description – Manager Finance Services



POSITION DETAILS		
<b>DEPARTMENT:</b>	Finance and Corporate Services	
<b>POSITION:</b>	Manager Finance Services	
<b>REPORTS TO:</b>	Director Finance & Corporate Services	
<b>DIRECT REPORTS:</b>	Accountant/s Senior Finance Officer Administration Officer – Rates Procurement Coordinator	
<b>PRINCIPAL LOCATION:</b>	118 Victoria Street, St George	
<b>POSITION PURPOSE:</b>	<p>The Manager Finance Services delivers the Long-Term Financial Plan, Annual Budget and Budget Reviews including meeting statutory timeframes and continuously improving financial reporting to Council and the Senior Leadership Group</p> <p>The position requires the efficient management of Council's finances, response to internal and external audit and oversight of council's asset management contractor. The position will interact with Council, customers, regulatory bodies, auditors and the operational areas of Council. Council's financial services are to be delivered effectively and efficiently within reasonable Council and customer expectations, and within regulatory and legislative requirements.</p> <p>The Manager Finance Services will also provide advice on strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.</p>	
POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	1. Tertiary qualifications in accounting, commerce, business or other related field	1. CPA / ICAA qualifications would be advantageous
<b>SKILLS</b>	2. Staff management skills, with exposure to performance management and planning 3. Analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 4. Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 5. High level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 6. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and MAGIQ would be advantageous	
<b>EXPERIENCE</b>	7. Minimum five (5) years' relevant professional experience, in similar positions	

## Position Description – Manager Finance Services

	8. Advanced knowledge of and demonstrated experience with contemporary financial management and financial sustainability practices with the ability to interpret and apply policies, procedures and legislative requirements	
<b>IMMUNISATION REQUIREMENTS</b>		
The ticked boxes indicate the immunisations required for this role in accordance with the <b>BAL-1044 Immunisation Procedure</b> .		
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:	
<b>POSITION KPI's</b>		
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.		
<b>AUTHORITY/DELEGATION</b>		
Works independently under general guidance, guidelines and objectives provided by the Director Finance and Corporate Services. This position has delegated purchasing authority in accordance with <b>Council's Delegation Register</b> .		
<b>RESPONSIBILITIES</b>		
<b>MINIMUM RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.</li> <li>Work in a safe manner at all times and report any workplace risks.</li> <li>To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.</li> <li>Communicate all health and safety matters to supervisors where applicable.</li> <li>Abide by and assist in maintenance of the Council's Safety Management System</li> <li>To be punctual and reliable</li> <li>To report problems or difficulties encountered</li> <li>Contribute to the Council with suggestions for improvement</li> <li>Monitor personal qualifications and licences to ensure currency</li> <li>All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.</li> <li>Communicate reliably and regularly, especially when working alone.</li> <li>Be environmentally responsible by minimising wastage without compromising safety or effectiveness</li> </ul>		
<b>KEY CRITICAL PROCESS RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>Management accounting</li> <li>Cost accounting</li> <li>Asset accounting</li> <li>Long term financial planning</li> <li>Budget</li> <li>Internal and External Audit requirements</li> <li>Procurement Management, Compliance and Internal controls</li> </ul>		

# Position Description – Manager Finance Services



## KEY RESPONSIBILITIES

### Financial Sustainability

- Ensure that all financial systems are operated in accordance with appropriate standards, policies and procedures
- Ensure forward planning for the development and maintenance of Council’s financial systems and controls in accordance with the Australian Accounting Standards and the requirements of the *Local Government Act 2009* and the *Local Government Regulations 2012*.
- Develop strategies that will address asset management, whole-of-life costing, financial improvement, financing, and cost management
- Prepare accurate and timely financial reports which meet the needs of Council and management
- Lead the preparation of Council’s annual budget which includes the coordination, management and control of data collection from all Council divisions;
- Prepare budget review information for timely reporting to Council and management;
- Prepare all statutory financial reports in accordance with the Local Government Act and Regulations. This includes preparation of the annual financial statements, notes and community financial report;
- Prepare monthly reports to council and the senior leadership group on the status of the annual budget;
- Prepare end-of-year audit documentation, ensuring all agreed audit recommendations are implemented and act as the principal operational contact officer during the annual audit;
- Provide documentation to Internal Audit, as required and report to the Audit & Risk Committee on a quarterly basis on the progress of Internal (and External) Audit recommendations;
- Coordinate the preparation all accounting returns with input from relevant Officers including the Grants Commission and Local Government Comparative Data, Business Activity Statements, Fringe Benefits Tax Returns, Other Tax Returns, and 10 Year Financial Plans (long term financial forecast)
- Manage and oversee Council’s rates and charges to ensure compliance and maximum recovery of outstanding rates and charges.
- Provide advice and support to other employees and Council on operational and strategic financial matters
- Effectively and efficiently manage customer requests, complaints, and general enquiries through effective questioning, negotiation and conflict management to provide an acceptable outcome
- Communicate and deal with people at all levels and make prompt reliable decisions within the bounds of allocated responsibilities
- Participate in any projects identified and as agreed with the Finance & Corporate Director Finance & Corporate Services
- Perform other duties within your capabilities as directed

### Customer Service

- Manage the development and delivery of the customer service function, including reception and general administration to provide effective and efficient services

## MANAGEMENT RESPONSIBILITIES

### Staff Management

- Provide leadership and strategic direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required in consultation with the HR function
- In consultation with the HR function, encourage direct report employees to maintain their professional development and industry currency through appropriate and relevant training courses, conferences and/or further education
- Liaise with the HR function on recruitment requirements
- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems

## Position Description – Manager Finance Services

- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council’s Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

### MANAGEMENT SYSTEMS RESPONSIBILITIES

#### Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council’s values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

#### Work Health & Safety (WHS) and Risk Management

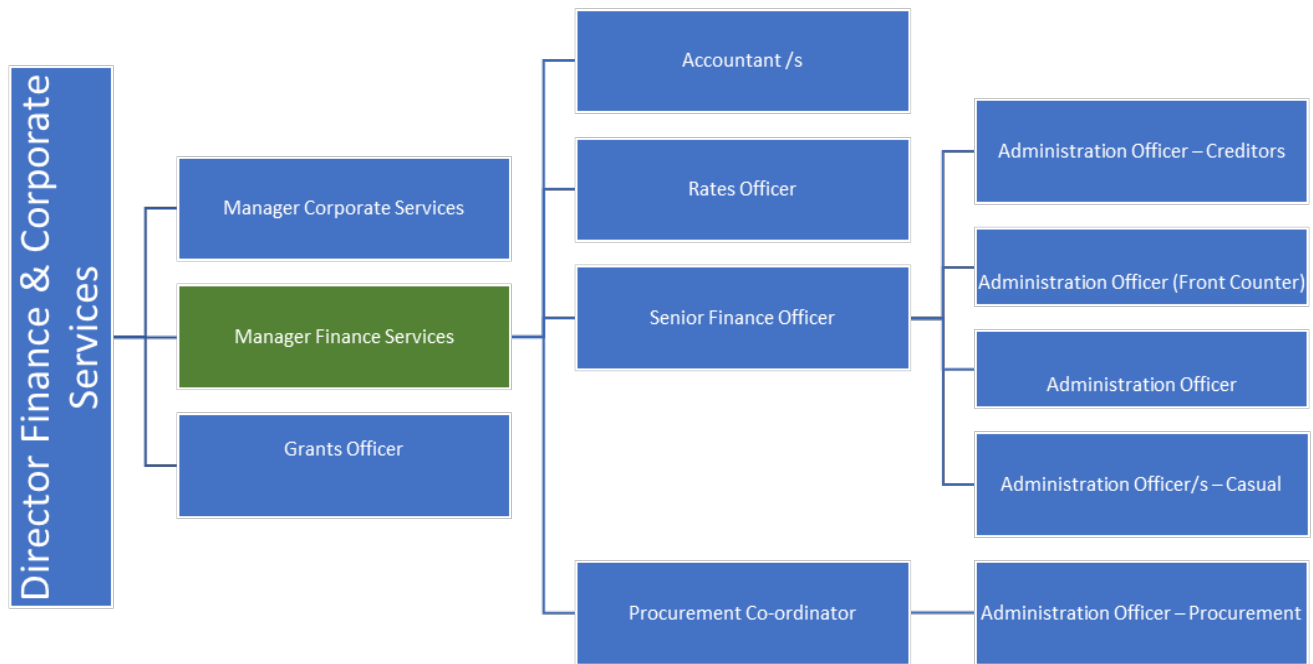
- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council’s safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

### ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost-effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Finance & Corporate Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Finance & Corporate Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

## ORGANISATIONAL STRUCTURE

---



# Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Manager Finance Services	Reference Number:24-25-006
<b>Applicant Details</b>	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
<b>Summary of Work History</b>	
<b>Current Employer:</b>	Commenced:     /     /
Location:	
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	
<b>Previous Employer:</b>	Commenced:     /     /
Location:	Concluded:     /     /
Main Duties:	

# Application for Employment

## Licences, Certificates and Qualifications

C – Car       Other:

## Experience

Have you ever performed in a supervisory role?    Yes    No

*Estimated total length of experience:*

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

*In which industry did you gain the majority of this experience?*

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

## Application Questions

Do you require any special arrangements at an interview?    Yes       No

If yes, please provide details below: \_\_\_\_\_

Do you hold a current Queensland Driver's Licence?    Yes, number: \_\_\_\_\_       No

### What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines?    Yes       No       Non-citizen with a valid visa that provides work rights

### Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website



Referees		
Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:		
Reference No. 1		
Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference No. 2		
Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration		
<p>I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.</p> <p>Have you attached a copy of your <b>resume</b> and <b>cover letter</b>?    <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>Applicant's Name (Print): _____</p> <p>Signature: _____</p> <p>Date: ____/____/____</p> <p style="text-align: center;"><i>Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.</i></p>		