



Manager Finance

The Shire of Wiluna is in the northern Goldfields region of Western Australia and positioned at the gateway of the states historic Canning Stock Route and Gun Barrel Highway and situated approximately 950 kilometres northeast of Perth at the edge of the Western Desert where regular flights to Perth are available three (3) times per week.

An exciting opportunity has arisen for an experienced, qualified and passionate financial accountant that will lead a small team and be part of the senior management group reporting to the Chief Executive Officer.

The successful person will be responsible for the management of:

- the delivery of functions including the management of the Shire's financial statements and reporting requirements,
- payroll,
- accounts payable/receivable,
- management of rates,
- financial statements,
- budget preparation, management and reporting.

In addition, the possession of a tertiary qualification in accounting, finance or commerce and able to demonstrate a minimum of at least two (2) years in a similar role is required.

A membership of a recognized professional body of accountants and previous Local Government experience will be highly regarded.

The staff benefits of this position will include a competitive negotiated salary, employer superannuation of up to 14.5%, Shire provided modern housing free of charge, subsidised utilities, relocation assistance for the right candidate, annual return airfare allowance to Perth, five (5) weeks annual leave, free gym membership and a motor vehicle for limited private use.

Applications should be received no later than 4.00pm (WST) **Friday 26th March 2021** and include a current resume with at least three (3) referees and covering letter of no more than 1000 words that demonstrates your experience against the above responsible functions for this position.

The Shire of Wiluna reserves the right to commence interviews prior to the closing date.

For any enquiries on this role please do not hesitate to contact Ms Laura Dwyer (Chief Executive Officer) on 0499 599 108, email ceo@wiluna.wa.gov.au or visit our website at www.wiluna.wa.gov.au

The Shire of Wiluna is an equal opportunity employer!

POSITION DESCRIPTION- Manager Finance, February 2021

Position Title: Manager Finance	Department: Corporate Services
Supervision Responsibilities: <i>Finance Officer, Administration Officer (x2), Cleaner</i>	Reports To: CEO
Responsible for the Shire's overall financial management, operating and reporting systems.	

**Shire OF
Wiluna**



Key Performance Indicators	<ol style="list-style-type: none"> 1. Preparation of Monthly and Annual Finance Reports are prepared on time. 2. Have the Annual Budget prepared and presented to Council for their consideration before the 31st August. 3. Have the Annual Financial Report to the Shire Auditor before the 31st August each year. 4. Annual Financial Report is audited in a timely manner in accordance with regulatory requirements. 5. Ensure the Annual Budget Review is completed before the 31st March each year. 6. Ensure Debts are promptly invoiced and outstanding debts are promptly referred to our debt collection agency for collection. 7. Returns/submissions are prepared and submitted on time eg, Annual Grants Commission Return. 8. Payments are made to creditors on time eg, Sundry Creditor, Loan Repayments etc. 9. Payroll for employees is accurately completed and delivered timely to their nominated bank accounts. 10. Compliance in Accounting Standards requirements are met. 11. Correct account allocations/journals. 12. Ensure the Finance team operate in an effective and efficient manner.
Key Duties	<ol style="list-style-type: none"> 1. Ensure the ability to produce timely and meaning financial reports. 2. Ensure the Shire's financial data is balanced/reconciled monthly. 3. Prepare annual financial reports and annual reports in a timely manner. 4. Prepare the Shire's annual budget in a timely manner. 5. Mentor and train financial staff. 6. Train the Shire staff in the operation of the financial system. 7. Ensure the finance team operates in an effective and efficient manner. 8. Liaise with the Shire Auditor. 9. Progress grant acquittals. 10. Prepare and submit annual returns. 11. Monitor compliance of financial policies and delegations. 12. Ensure only current purchase orders are showing as outstanding in the financial system.

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	<p>13. Adhere to all <i>Shire of Wiluna</i> policies and procedures, and ensure personal safety at work and that of others,</p> <p>14. Other accountabilities and responsibilities as mutually agreed with the <i>Chief Executive Officer</i>.</p>
Skills & Knowledge	<ol style="list-style-type: none"> 1. In possession of Bachelor of Business Degree or other appropriate accounting qualification. 2. Demonstrate previous managerial experience in a similar role. 3. Knowledge of Australian Accounting Standards as they apply to Local Governments. 4. Previous experience in the management of employees/teams. 5. Proven high level of administrative skills, including time management, organisational and financial management. 6. Well-developed communication skills including written, oral and interpersonal skills. 7. Well-developed understanding of OHS principles and procedures. 8. Previous Local Government experience desirable; 9. Current WA "C" Class driver's licence; 10. Current satisfactory National Police Clearance.
<i>One proud, inclusive sustainable community welcoming growth and opportunities</i>	
Cultural Values	<p>Respect: Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.</p> <p>Openness: Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.</p> <p>Leadership: Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.</p> <p>Excellence: Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our stakeholders. Actively support a team environment.</p>

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision-making and outcomes/key performance indicators are accepted as appropriate for the position.

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Employee Name

Employee
Signature

Date

(please print)
