



POSITION DESCRIPTION

Manager, Finance and Administration

Position Title:	Manager, Finance and Administration
Business Unit:	Finance and Administration
Location:	Wiluna Shire Offices – 70 Wotton Street, Wiluna and other locations as may be requested from time to time. This position can be flexible in relation to working from home and on-site at various times.
Reports To:	Deputy CEO
Supervises/Manages:	Finance & Administration Officers; Administration Officer; Cleaner
Employment Status:	Full time 38 hours per week
Award Classification:	Level 9 in accordance with Shire of Wiluna Salary Matrix
Salary:	\$134,995 per annum including the Wiluna Allowance of \$12,191 (subject to residing in Wiluna), plus any applicable allowances (excluding the Location Allowance) as per the Local Government Officers' (Western Australia) Award 2021
Superannuation:	11% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
Vehicle Provision:	A Travel Allowance of \$750 per month may be applied when using own vehicle
Probation Period:	Six months
Police check required:	Yes
Working with children check required:	No
Pre-employment medical required:	Yes

Position Objective

The purpose of the position is to deliver accurate, relevant and timely financial information to the Shire of Wiluna and its stakeholders, along with being accountable for the direction and control of the Shire's payroll, finance and administration functions including organisation and coordination of office operations, procedures, and resources to ensure they contribute to achieving the overall strategic objectives of the organisation and facilitate effectiveness and efficiency.



The Manager is also responsible for providing leadership, consultancy and strategic policy advice to the management and staff within the Shire, including external stakeholders.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Service Delivery, Planning and Monitoring	Provide leadership, influence and motivate a diverse team in various locations, resolve problems and organise priorities.
	Establish a performance culture and lead by example by ensuring that there is a culture of teamwork and cooperation between members of the team.
	Prepare the Annual Financial Statements and be the key liaison with the Shire's auditors.
	Prepare the annual insurance returns.
	Coordinate the review of systems and procedures as required by Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> .
	Ensure that asset valuations are undertaken when required.
	Coordinate and deliver the Shire's finance and accounting functions in line with the Shire's financial Policies and statutory requirements ensuring effective and efficient outcomes at a high quality.
	Develop and promote both a strong customer and high-quality service orientation.
	Coordinate and ensure that the monthly BAS Statements, annual Fringe Benefits Tax Return and Taxable Payments Annual Report (TPAR), and any other reports are finalised when required.
	Coordinate and prepare grant acquittals where required ensuring that projects are established to effectively undertake these reports.



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	Ensure that debts are promptly invoices and outstanding debts are referred to the Shire's debt collection agency when required.
	Develop and maintain internal controls within the business unit and assist other areas with internal financial controls.
	Liaise with technology partners to ensure the most suitable services are delivered to the Shire.
Administration	Review, develop and recommend Internal Organisational Directives and procedures.
	Provide input to the Shire's Annual Report including financial statements, KPI and business unit reporting.
	Attend and contribute to Council and Committee Meetings as required.
	Coordinate the administration team of the organisation ensuring that all matters are dealt with in accordance with legislation, Shire Policies, Organisational Directives and Procedures.
	Ensure correspondence and reports are produced within appropriate timeframes.
Facility Management	Oversee the coordination of the Motel accommodation bookings and cleaning roster to ensure rooms are available when required.
	Ensure that the Motel accommodation is only utilised by those who are permitted, unless there is express approval otherwise.
	Ensure that the team have the appropriate tools and equipment to perform their roles efficiently and effectively.
	Oversee the coordination of inventory within all Shire houses and ensure it is maintained, along with photos of all items for stocktake purposes.
	Oversee the development and maintenance of an onboarding kit for new staff members in relation to the facilities, properties and tourist locations to ensure they feel welcome.
	Oversee the roll out of Residential Tenancy Agreements for the organisation including the inspection regime.
Human Resources	Provide leadership to the Finance and Administration Team, including monitoring of staff performance to ensure team members are adequately supervised, are working effectively



	and efficiently, and have opportunities for development and training.
	Manage staff across various locations effectively forming good relationships and communication techniques across various mediums.
Quality and Continuous Improvement	Proactively pursue the development of improved work practices through initiative and provide leadership to operational staff.
Training	Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
General	Other duties as directed by CEO or Deputy CEO relevant to the position and level.
	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.
	Develop and maintain positive working relationships with other internal business units, contractors, and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.

Organisation Vision, Values and Behaviours

One proud, inclusive sustainable community welcoming growth and opportunities

Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers
- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my colleagues and trust them to fulfil their roles



- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my duties within the workplace
- I deal with issues when they arise

Respect

- I treat each team member consistently and equitably
- I lead with honesty, fairness and respect
- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning
- I support my team to implement new ideas and make decisions even if that means learning from their mistakes

Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve

The Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.



Authority and Accountability

The role may be responsible for providing a specialised/technical service and for completing work with elements of complexity.

May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.

The position is authorised to and responsible for:

- The provision of sound, accurate, detailed and professional financial services.
- Meeting regulatory requirements related to financial reporting.
- Provision of quality advice to management on income and expenditure, budgets and financial matters.
- Managing the financial and staff resources of the department.
- Making decisions on all matters, which are the responsibility of the position, within the delegated authority, legislative requirements and established policy.

Extent of Authority

The position is subject to broad direction from the CEO and Deputy CEO and exercises managerial responsibility for the Finance and Administration Team.

The incumbent is required to be involved in the initiation and formulation of programs that will deliver upon the Shire's objectives, including the development and implementation of work practices and procedures in all facets of the Finance and Administration Team to achieve the Shire's goals. This position authorises expenditure within delegations provided by the CEO.

The role will exercise control of the Finance and Administration Team, being accountable for the quality, effectiveness, cost and timeliness of projects or programs under their control.

Judgement and Problem Solving

This position will demand responsibility for decision making within the constraints of the Shire's Policies and be required to provide advice and support to other areas of the Shire.

The incumbent will have a significant impact upon the Shire's Policies and programs and will be required to provide initiative, the ability to formulate, implement, monitor and evaluate projects and programs.



The role is required to:

- Provide professional judgement and decision making based on experience and qualifications when advising on appropriate strategies to be adopted by management or Council in relation financial matters within the parameters set by legislation and Shire policies and procedures.
- Provide specialist and informed advice to the Executive team on matters relating to financial management and the implications of such decisions.
- Provide solutions to problems requiring analytical approaches and elements of development and creativity within the scope of the Shire's Policies. Methods, procedures and processes may be less defined, and the position is expected to contribute to their development and adaptation.
- Actively participate in and contribute to the leadership team and organisational development initiatives and improvements.

Specialist Knowledge and Skills

Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Knowledge required includes:

- Detailed knowledge of the Shire's organisational structure and functions as well as workplace procedures, programs and policies.
- Detailed knowledge of Local Government Act and Regulations, Local Laws and Shire policies.
- Good knowledge of Human Resource Management principals.
- Sound knowledge of computer systems and software applications.
- Extensive knowledge of management practice and legislative requirements.

Skills required include:

- High level written and verbal communication skills with the ability to relate to officers at all levels and members of the public.
- Highly developed financial management skills.
- Highly developed interpersonal, negotiation and conflict resolution skills.
- Ability to provide clear advice and assistance to subordinate staff as well as other officers within the organisation
- Highly developed problem solving and analytical skills.
- Ability to think creatively and be innovative.

Management Skills

May provide higher level supervision of groups of operational, administrative, trades or technical Employees. Employees supervised may be in a number of different work



areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

The role requires:

- Well-developed leadership and supervisory skills.
- Excellent time management and organisational skills including the ability to set priorities, plan and organise workload to achieve the objectives and goals of this position.
- Skills in contributing to the strategic direction for an organisation and achieving strategic outcomes.
- Skills in managing, leading and motivating teams.
- Well-developed skills in managing contractors.
- Proven ability to think at a strategic level in relation to financial matters.

Interpersonal Skills

Skills to communicate with Employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

The position requires:

- Well-developed written and verbal communication skills to deliver ideas, reports and correspondence to a wide range of audiences.
- Ability to present to Councilors and management and articulate complex financial matters simply in a professional manner.
- Ability to engage with various internal and external stakeholders.
- Ability to mentor and provide coaching to staff.

Qualifications and Experience

Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- a) diploma or advanced diploma; or
- b) appropriate in-house training or equivalent.

The role requires possession of a relevant qualification with experience in a financial environment ideally undertaking financial statement preparation and monitoring.

The incumbent will require a detailed knowledge of the statutory requirements associated with the role.



Other desirable experience includes office administration, experience in human resources procedures and practices, contract administration and management, grant applications and experience in a supervisory/management position.

Accessible and Inclusive Employer

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OSH) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OSH legislation and Council policy.

Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.

Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

Key Selection Criteria

1. A degree in accounting, business or administration or demonstrated experience in a financial environment.
2. Knowledge and understanding of accounting and financial practices, principles, concepts and methodologies, with this being preferable as applied in local government.
3. Experience in a supervisory/management role with strong organisational and time management skills.
4. Highly developed interpersonal skills including strong written and verbal communication skills as well as negotiation and conflict resolution skills.
5. Demonstrated administrative experience and highly developed analytical and problem solving skills.



6. Current driver's licence.

Approval

APPROVED BY: Gary Gaffney, CEO

Date: July 2023

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 responsibilities and duties are accepted as appropriate for the position.

Employee Name

Employee
Signature

(Please print)

Date