

<b>POSITION DESCRIPTION</b>	
<b>MANAGER FINANCE</b>	<b>D-23-0004566</b>

Level:	Band 11 MRC Industrial Agreement
Term:	Full Time Permanent
Division:	Corporate Services
Responsible to:	Executive Manager Corporate Services
Direct Reports	Finance Supervisor Senior Management Accountant

### **POSITION SUMMARY STATEMENT**

The Mindarie Regional Council is strategically positioning itself as a sustainable regional local authority that is recognised for leadership, innovation, and excellence.

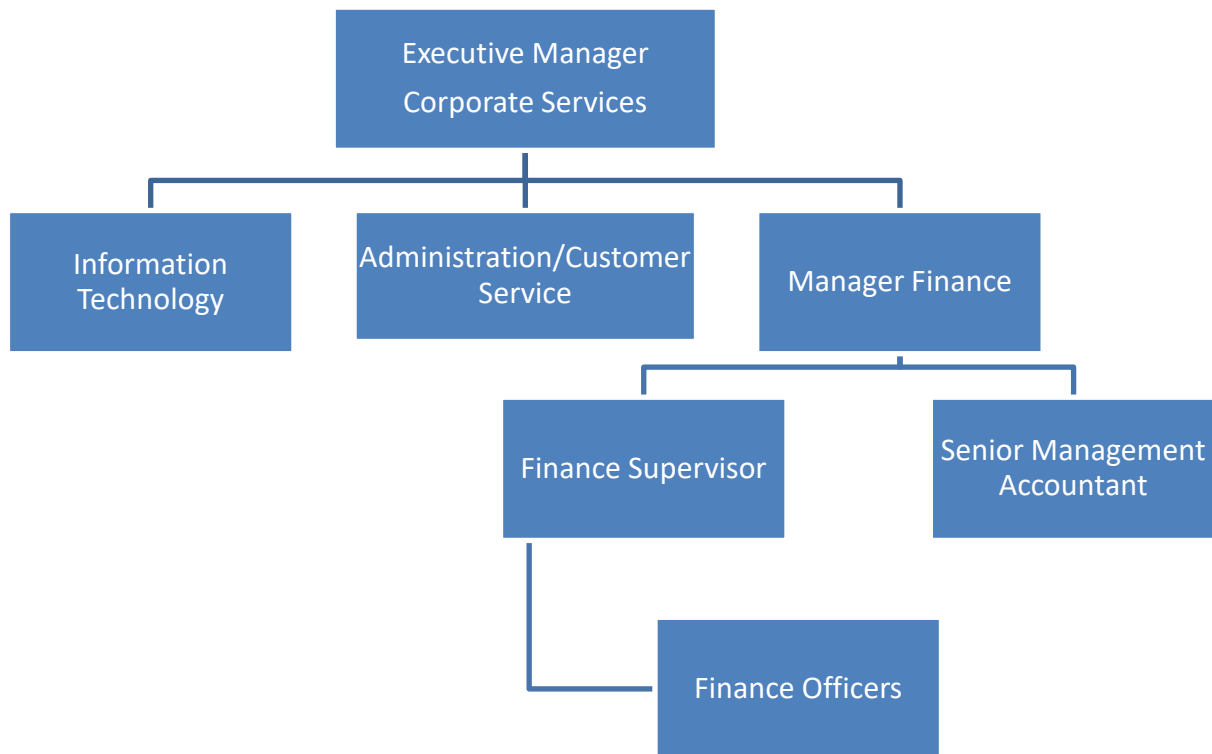
The Finance Manager manages the team responsible for development and production of high quality and timely financial and management reporting to comply with statutory and corporate requirements.

The position provides high level professional and technical advice to the Executive Manager Corporate Services in relation to legislative compliance against Australian Accounting Standards, the Local Government Act and Regulations, along with other legislative requirements.

The Manager Finance undertakes a range of strategic financial projects to deliver solutions to business including the facilitation of long-term financial planning and enhancing the finance reporting capability of the organisation. It is responsible for the collection, collation and analysis of complex data.

The position prepares clear, concise reports on financial and business services matters to Executive and Council.

The Manager Finance carries out quality assurance reviews of all major financial documents including Monthly Reporting, Annual Budget, Budget Review and Annual Financial Report including liaison with Auditors.



**This position is accountable for:**

- Ensuring financial statements comply with accounting principles, regulatory requirements, and organisational policies.
- Coordinating the process of production of the annual financial statements, including liaising with auditors, preparation of financial statements notes including but not limited to reconciling accounts, making provisions, accruals and other balance day adjustments.
- Annual Budgets preparation and management reporting in accordance with legislation and accounting standards.
- Manage the fair value revaluations for infrastructure assets, including liaising with valuation professionals, and updating the accounting software with the relevant information for inclusion in the annual financial statements.
- Produce, maintain, monitor, review and manage Council's Long Term Strategic Financial Plan in accordance with the Local Government Act, Australian Accounting Standards and Council Policies.
- Managing investments and other banking activities, ensuring compliance with the organisation's investment policies and identifying opportunities to optimise returns while minimising risks.
- Providing strategic financial insights and advice to Executive Manager Corporate Services including analysis of financial performance, trends, risks, and opportunities
- Deputise as the Acting Executive Manager Corporate Services when the Executive Manager Corporate Services is away or on leave

The Manager Finance will be required to foster and support a culture of continuous improvement across the department with a key focus on developing the skills and capabilities of staff and improving systems to support their effectiveness.

## **Requirements of the Position**

### **Essential Skills**

- Strong leadership, ability to provide direction and manage staff in order to achieve strategic financial objectives of the MRC
- Timely production of high quality financial and management reporting in accordance with Australian Accounting Standards and Practices and Legislative requirements under Local Government Act and Regulations
- Timely production of operating and capital budgets, budget reviews and long-term forecasts for approval by Council.
- Provide professional, legislative and technical support and advice to Executive Manager Corporate Services.
- Assist Executive Manager Corporate Services with Annual Business Planning.
- Ability to research, investigation and adaptive thinking, develop solutions for issues that arise during the course of work.
- Proficient scenario modelling skills for financial planning, cash flow and costing models, strong and well developed ability to analyse complex data and market trends
- Investigate Audit and Council queries and prepare responses and action plans
- Mentoring, assistance, guidance and support to staff to facilitate sustainable financial decision-making and best practices.
- Excellent Business management skills including strategic and operational business unit planning
- Excellent conceptual and analytical skills, with a proven ability to understand complex financial issues and identify innovative solutions
- Excellent written and verbal communication skills.
- Proficient in the Microsoft office suite of software and considerable experience working with a computerised accounting system in local government.
- Ability to deal with confidential information in a professional manner.

### **Essential knowledge**

- Comprehensive knowledge and application of accounting, budget and financial management practices.
- Comprehensive knowledge of Legislative requirements under Local Government Act and Regulations, Legislation in area of specialty, Fringe Benefit Tax, GST and OHS & EO Legislation management practices.

### **Experience**

- Extensive experience as a Finance Manager or similar related field.
- Demonstrated experience in financial management, budgeting procedures and contemporary business applications.
- Comprehensive knowledge of financial modelling and scenario planning
- Local government experience would be desirable.

## **Qualifications and or Training**

- Formal qualifications in Accounting/Commerce
- Eligibility for membership of Australian Society of Certified Practising Accountants or Institute of Chartered Accountants
- A commitment to continuing education
- National Police Clearance

## **KEY DUTIES/RESPONSIBILITIES**

### **Outcome: Service Management**

- Provide efficient and effective coordination of the MRC's Accounting function not limited to the monthly management reporting, financial planning and modelling, budgeting process, budget review, month end and chart of accounts maintenance
- Ensure that appropriate internal financial controls, policies and risk management strategies exist to underpin the compliance and legislative requirements of the MRC's financial management, compliance to the Australian Accounting Standards, Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
- Prepare comprehensive written reports on financial and business matters and respond to management requests for information and advice.
- Contribute to the strategic development and management of the team
- Provide advice to Executive Manager Corporate Services on changes to legislation, regulations and practices affecting MRC, to ensure legislative requirements are met and best practice standards are developed and maintained
- Lead the development and process for the annual budgeting
- Provide professional and technical advice to Executive Manager Corporate Services and staff regarding Strategic Financial Plan and Capital Budget
- Facilitate and maintain effective liaison with the various Business unit managers.
- Perform other project and ad-hoc duties as assigned by the Director Corporate Services

### **Outcome: Governance**

- Assist Executive Manager Corporate Services in ensuring that all statutory compliance obligations are met in a timely manner
- Ensure compliance with the organisation's record management policy and procedures.
- Ensure corporate/business documents (including e-mails) are created, collected, captured and retained according to organisational policy and State Government legislation.

### **Outcome: Customer Service**

- Ensure that a professional and courteous service is offered to both internal and external customers at all times.
- The coordination and, if necessary, assistance to other staff, particularly new employees, in the performance of their duties, in a safe and proper manner.

- Liaise with all Council's customers in a professional and harmonious manner in line with our Customer Service Charter.
- Establish effective working relationships with customers/sub-ordinates to solve problems in a timely manner and in line with the long term goals of the organisation

**Outcome: Human Resource**

- Perform reviews of employees under your direct supervision at least annually and providing appropriate feedback
- Develop your teams KPIs, mentor and review staff performance.
- Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.
- Engage employees to fill vacancies as per operational requirements as budgeted, adhering to the MRC Recruitment procedure HRM13.
- Ensure employees are aware of their responsibilities to the Customer Service Charter and the Code of Conduct.
- Ensure the employees are aware of, and operate within the requirements of the Human Resource and Work Health and Safety procedures.
- Ensure training is implemented for staff under your direct supervision.
- Promote the "One Team Culture" amongst staff in a supportive and participative environment.
- Assist all MRC staff where assistance is sought or required.

**Outcome: Risk Management**

- Adopt safe practices are adopted in carrying out tasks to ensure a safe working environment exists at all times
- Report all environmental and safety accidents, incidents and hazardous situations arising in the course of work
- Coordinate and Implement emergency procedures when required
- Renew and maintain compliance towards driver's license, notify management of any non-compliance immediately
- Comply with relevant sections of the Site Management Plan.

**General Responsibilities**

- Adhere to the Council's policies, procedures and management practices as amended from time to time.
- Contribute to the development and attainment of relevant departmental business goals and objectives.
- Ensure that the capture of correspondence (electronic and paper based) and documentation relevant to specific work area complies with WA State Records Office legislation.

**ORGANISATIONAL RELATIONSHIP:**

**The degree of supervision received:**

- Limited with brief instruction on what is required.

**EXTENT OF AUTHORITY:**

**The limits of authority within which this position operates are:**

- This position is senior position in Finance which operates in accordance with Australian Accounting Standards and Practices and Legislative requirements under Local Government Act and Regulations

**The degree of supervision provided:**

- This position can give direction to Finance staff
- Direct reports
  - Finance Supervisor
  - Senior Management Accountant

**NAME OF PRESENT OCCUPANT**

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**AUTHORISED BY**

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