

Manager of Financial Services Application Package 2024

Employment Opportunity Manager of Financial Services

- **Enjoy flexible working options, including a rostered day off.**
- **Attractive remuneration package of between \$108,310 and \$131,710 per annum, including a generously subsidised executive residence.**
- **Generous superannuation contributions.**
- **Three to five-year contract.**

The opportunity

The Shire of Bruce Rock is seeking an enthusiastic leader to fill the role of Manager of Financial Services. Working in collaboration with the management team, the Manager of Financial Services is responsible for the delivery of all aspects of the day-to-day financial functions of the Shire, in accordance with statutory requirements and Council policies. Responsibilities include long-term financial planning, budgeting and reporting.

This position provides a great opportunity for the right applicant to work in a progressive Shire with exciting projects on the horizon.

Bruce Rock is ideally located just 245km east of Perth, in the Wheatbelt region. Bruce Rock has a district high school, hospital, doctor, dentist, chemist and excellent sporting and recreational facilities. All of these facilities help make living in this great community very comfortable.

Required experience, skills and knowledge

- Tertiary qualification or extensive experience working at a senior level in finance.
- Knowledge of relevant legislation and government policy.
- Highly developed interpersonal, written and verbal communication skills.
- Highly developed negotiation, decision making, analytical, problem solving and conflict resolution skills.
- Proven leadership and management skills.
- Highly developed time management and organisational skills.
- Demonstrated ability to be innovative.
- Sound computer literacy.

How to apply

Please provide a written application including a statement outlining your suitability for the role against the selection criteria outlined in the Position Description, a CV detailing your work history, and two recent work-related referees.

You can post, personally deliver or email your application to:

Post

Shire of Bruce Rock
PO Box 113
BRUCE ROCK WA 6418

In person

Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

Email

shenae.negri@brucerock.wa.gov.au

Applications close at 4.00pm on 23 September 2024.

Application package and more information

An application package and more information can be obtained at the Shire's website (www.brucerock.wa.gov.au) or by contacting Shenae Negri (on 9061 1377 or shenae.negri@brucerock.wa.gov.au).

POSITION DESCRIPTION

Position Title	Manager of Financial Services
Department	Finance
Award/Agreement	Local Government Officers (Western Australia) Award
Classification	Negotiated
Status/Hours	Full Time - 5 days per week
	Contract - 3 Years

Position Objectives

Working in collaboration with management across the Shire, the Manager of Financial Services is responsible for the delivery of all aspects of the day-to-day financial functions of the Shire in accordance with all statutory requirements and Council policies, procedures and delegated authority, including to:

- ensure the Shire is compliant with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Local Government (Audit) Regulations 1996, Australian Accounting Standards and other relevant legislation;
- oversee the delivery of Council's Integrated Planning and Reporting Framework requirements;
- develop robust financial plans and models;
- develop and oversee the Shire's annual budget;
- enforce a high level of budgetary control and financial accountability within the organisation;
- ensure the integrity of the Shire's financial reporting systems;
- provide financial information to Council and statutory authorities;
- provide advice and assistance to the Shire's Departmental Managers regarding financial issues;
- provide rating advice and oversee rate collection;
- oversee payroll administration;
- facilitate the Shire's audit function;
- oversee the collection and payment of all monies due to/by the Shire; and
- oversee all taxation matters including, GST and FBT.

Key Responsibilities and Duties

Key Areas of Accountability	
Shire Finances	<ul style="list-style-type: none"> • Provide leadership and direction to the Finance Department through the provision of professional and effective management of staff, services and resources to provide a high level of service delivery. • Manage the accurate and timely preparation of all financial reports and statutory information, including the annual budget, mid-year budget review, monthly management reports, annual financial statements, and other statutory and management reporting requirements. • Coordinate the preparation of the Shire's financial reports and statements in accordance with applicable legislative requirements, accounting standards and the Shire's policies. In particular, ensure that Tax Office returns (eg FBT, BAS, TPAR) and other relevant documentation are maintained, and administrative practice requirements are met. • Develop financial plans and returns, as required, including the Long-Term

Financial Plan, Asset Management Plan, Statutory Budget, Budget Review, annual and monthly financial reports, WA Local Governments Grants Commission return, WALGA Roads return, and any other plans, returns and documentation relating to finance.

- Provide high level professional advice and support, as required, to the Chief Executive Officer, Manager of Governance and Community Services and Councillors in relation to the Shire's financial obligations, strategic direction and operational matters to assist in achieving set objectives.
- Advise and assist the Chief Executive Officer in his liaison with Council on financial matters that may have an impact on the Shire's current and long-term financial position.
- Attend Council, Committee and other organisational meetings and forums as required.
- Manage the Shire's incoming grants program by providing effective organisational support in relation to identification, sourcing, management and acquittal of non-recurrent external funds in accordance with current Accounting Standards.
- Manage the accurate recording of all financial data in a timely manner and in compliance with relevant statutory requirements to enable the proper financial management of the Shire's resources in accordance with its operational and strategic objectives.
- Ensure that risk mitigation arrangements are in place to minimise risk to the Shire, ensuring data is protected, financial systems are secure, and the appropriate authorisations are applied.
- Liaise with the Office of the Auditor General on statutory audit functions and other audits, and review processes as appropriate, as per the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996, such as the triennial Regulation 17 audit, triennial Financial Management Review, interim and final external audits, and any other external and internal audit functions.
- Ensure the implementation of audit findings meet statutory and legal obligations in relation to finance, accounting and taxation matters, and prepare and present updated reports to relevant internal forums, as required.
- Ensure that appropriate internal control systems are in place to efficiently manage the range of the Shire's financial functions including payroll, creditors, rates and sundry debtors, and ensure compliance with statutory provisions and Council policies.
- Develop, implement and review the strategies, policies, work practices and procedures of the Finance Department to ensure they remain contemporary, sustainable and meet the needs of the organisation, community, applicable legislation and standards.
- Provide advice to Council and staff on the general management of the Shire's financial affairs, including investment of surplus and reserve funds, ATO compliance, revenue recognition, billing and debt collection, risk management, payroll and the purchasing and payables functions.
- Manage Shire funds in accordance with applicable legislation and policies.
- Ensure the establishment and maintenance of a reserve funds register.
- Oversee the management of the rating function in accordance with the requirements of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Rates and Charges (Rebates and Deferment) Act, Valuation of Land Act and Shire policies and business operating procedures.
- Manage the collection and payment of the Emergency Services Levy to the Department of Fire and Emergency Services.
- Monitor and evaluate relevant organisational, industry and government initiatives and trends, and report on their potential impact on the Shire,

	<p>providing advice and recommendations for action, as appropriate.</p> <ul style="list-style-type: none"> • Receive general enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices, and providing excellence in customer service to maintain positive representation of the Shire through public relations. • Prepare, co-ordinate and monitor the annual budget to ensure organisational targets are achieved. • Undertake specific projects, including relevant research, preparation and presentation of reports and discussion papers for Council, Committees or other forums (internal and/or external), and coordination of implementation, as required. • Exercise Delegated Authority, including authorisation of municipal and trust fund payments, as required, ensuring correct recording of each exercise in accordance with the Local Government Act 1995. • Liaise with and attend meetings of Council and various government, community, advisory and management committees, as appropriate. • Effectively manage, and encourage recommendations to improve, systems, policies and practices to ensure the continuous improvement of the Shire's Financial Management System.
Asset Management	<ul style="list-style-type: none"> • Oversee the management of the Shire's asset registers, and reconcile end of month and end of year transactions. • Critically evaluate and provide advice to Council on the Shire's renewal program for infrastructure and assets to ensure they are strategically planned for and managed at sustainable levels. • Oversee the Senior Finance Officer with the management of the Shire's rentals and tenancy agreement records. • Assist other departments in managing their assets and identifying capital programs in conjunction with relevant managers. • Managing the revaluations of assets, as per legislation and in alignment with audits.
Insurance	<ul style="list-style-type: none"> • Oversee the management of the Shire's insurances. • Ensure that the insurance registers are up to date with LGIS. • Assist in the processing of insurance related claims, correspondence and enquires.
Capability Development	<ul style="list-style-type: none"> • Ensure formal staff reviews of the financial services team are conducted on an annual basis. • Ensure the Shire's commitments to staff training, equal employment opportunity and safety are met.
Work Health and Safety and Risk Management	<ul style="list-style-type: none"> • Demonstrate a strong commitment to Work Health and Safety, including risk management. • Ensure safe work practices are promoted and adhered to, and safe work standards are maintained by all finance staff and by all contractors and consultants providing services to the Finance Department. • Take all reasonable care in the performance of duties to prevent injury to self and others.

Position Competencies

Essential
<ul style="list-style-type: none"> • Tertiary qualifications in Accounting or Business Management and/or extensive experience in a similar role. • Sound knowledge of Australian Accounting Standards, the Local Government Act 1995, subsidiary Regulations, and taxation legislation, with experience in the preparation of

budgets and financial reporting.

- Proven ability to develop organisational Annual Financial Reports, General Purpose Financial Statements and Statutory Budget Documents with a thorough knowledge of Australian Accounting Standards.
- Extensive experience delivering financial services, including long-term strategic financial planning, statutory reporting, budget development, and management reporting in Local Government or business.
- Experience with Local Government management of Shire rates, including rates modelling, and knowledge of the Local Government Act 1995 and related regulations as they apply to differential rates.
- Proven ability to effectively lead, manage and motivate a work team, to work cooperatively and effectively with others to set goals, and to resolve problems and make decisions that achieve results and enhance organisational effectiveness.
- Demonstrated proficiency with computerised accounting systems, with proficiency in the use of Microsoft Office suite of products (i.e. Microsoft Word, Excel, Outlook) and with advanced skills in Excel.
- Excellent written and verbal communication skills.
- Demonstrated report writing skills

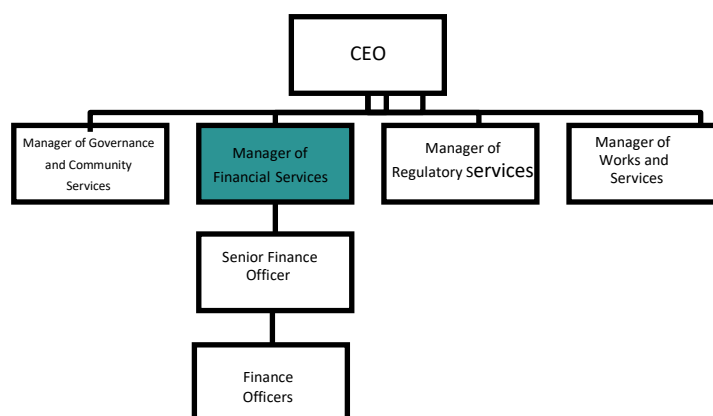
Desirable

- Demonstrated proficiency in IT Vision's SynergySoft and Altus accounting packages will be highly regarded.
- Possession of, or progress towards, a recognised management qualification.
- Possession of a membership, or eligibility for membership of, the Institute of Chartered Accountants Australia or Certified Practising Accountants Australia.
- Demonstrated ability to read and interpret legislation.

Key Performance Indicators

- Work is performed efficiently and in a professional manner, as per the Shire's Code of Conduct, to contribute positively and productively to a harmonious workplace.
- Financial management practice is evident, resulting in a financial performance that maintains Chief Executive Officer and Council confidence in medium and long-term planning in order to maintain sustainability and facilitate growth.
- Efficient financial and asset management and reporting.
- Monthly and annual financial and other statutory reports are accurately prepared in compliance with statutory provisions and Council policy, and are completed in a timely fashion.
- Accounting practices comply with the Australian Accounting Standards and the Local Government (Financial Management) Regulations 1996.
- Timely and accurate production of the Annual Budget, Budget Review, Annual Financial Statements, Long-Term Financial Plan and Asset Management Plans.
- Audit queries are satisfied promptly in relation to the Shire's financial records.
- Effective system changes are implemented if suggested by the auditors or considered necessary to prevent recurrences of any problems.
- All investments are maximised and are compliant with legislation and Council policy.
- A process of staff engagement and supervision is evidential within financial services, facilitating individual growth in their roles and development potential.

Organisational Relationship



Responsible to	Responsible For
Chief Executive Officer	Senior Finance Officer
	Finance Officer
	Finance and HR Officer

Internal/External Liaison

Internal	External
Chief Executive Officer	General public
Manager of Governance and Community Services	Community groups
Manager of Works and Services	Ratepayers
Manager of Regulatory Services	State and Federal Government Departments
Other administration staff	External auditors
Councillors	

Extent of Authority

The degree of supervision received by this position is predominantly broad, with extensive authority to make decisions related to the Finance Department and unlimited scope for interpretation within the procedure and policies of Council, the Chief Executive Officer, as well as statutory provisions of the Local Government Act and other legislations.

This position may make decisions in the following areas independently, without the guidance of the Chief Executive Officer, subject to delegated authority:

- Operational matters assigned to the Finance Department.
- Matters arising from the Finance Department.
- Generating reports, research, studies and recommendations to the Chief Executive Officer or Council.

This position may give direction (either directly or indirectly), subject to delegated authority to:

- All staff, contractors and consultants.
- Developers and their consultants.
- Development of systems relevant to the Department's operations.
- Interpretation and administration of legislative provisions relating to Council operations.
- Encouragement of innovation with Council.

- Issuing of instructions, orders and directions, as empowered by various Acts, relevant regulations, local laws and various statutes.

This position is required to problem solve, using professional judgment, experience and management creativity within the bounds of corporate objectives, Council policy and legislative requirements.

This position may exert influence in the following areas:

- The budget process.
- Development of policies and procedures that impact upon the Finance Department.
- Development approvals, under delegated authority.
- The interpretation of legislative provisions relating to the Department's operations
- Negotiation on behalf of the Shire, when required, with Government Authorities, developers and their consultants to achieve Council's objectives.

This position may approve and officially sign the following documents for/on behalf of the Shire (internally or externally), subject to delegated authority:

- Correspondence emanating from the Shire, including those dealing with resolutions of Council.
- Funding applications and agreements, in line with Council resolutions.
- Requisitions
- Cheques
- Purchase orders, in accordance with established procedures and policies.

Selection Criteria	Essential	Desirable
Skills		
Highly developed interpersonal, written and verbal communication skills.	✓	
Highly developed negotiation, decision making, analytical, problem solving and conflict resolution skills.	✓	
Developed management skills, including organisational budgeting and strategic planning.	✓	
Proven team and leadership skills, with extensive experience in management of a multi-disciplinary team of professional and technical staff.	✓	
Highly developed time management and organisational skills.	✓	
Demonstrated ability to be innovative	✓	
Knowledge		
Knowledge of relevant legislation and government policy, as they relate to Local Government.	✓	
Sound computer literacy in Microsoft Office suite of applications.	✓	
Working knowledge of relevant Work Health and Safety legislation.		✓
Experience/Qualifications		
Tertiary qualification or relevant substantial senior experience in an appropriate discipline in either Local Government management or regional development.	✓	
Current 'C' class WA driver's license.	✓	
Business Management qualification		✓
Previous experience in a senior position in Local Government.		✓

PROPOSED SALARY PACKAGE

Salary (Cash Component)

The Shire of Bruce Rock is offering a negotiable salary package with a cash component of \$85,000 to \$105,000 per annum, dependent on skills and experience, which takes into account the requirement to attend Council and Committee meetings that on occasions may be held outside ordinary working hours.

The salary will be payable fortnightly, in arrears.

Hours of Employment

Normal working hours are 8.00am to 5.00pm, with a one-hour lunch break.

Annual Leave

Four weeks annual leave with 17.5% loading.

Rostered Day Off

The position accrues one Rostered Day Off per month.

Long Service Leave

The employee is entitled to long service leave in accordance with relevant legislation.

Housing

A generously subsidised executive residence is available for rent for this position.

Utilities

The Shire will provide a water allowance of 500KL per annum.

The employee will be responsible for all other utilities consumed.

Telephone

The Shire will provide the employee with a mobile telephone for business purposes with all costs paid by the Shire.

The employee will also be entitled to a home line rental and internet allowance.

Uniform

An annual allowance of \$500 will be made for the provision of approved uniform expenses.

Superannuation

The superannuation payable at the commencement of the contract will be 11.5% of the employee's ordinary time earnings.

Should the employee wish to make additional contributions to their superannuation fund, the Shire will match these up to 5.5%. This amount may vary from time to time, at the Council's discretion.

Fringe Benefit Tax

The Shire must pay any liability with respect to fringe benefits tax incurred as a result of the benefits provided in the employee's contract, or the ordinary carrying out of Council business by way of functions or travelling.

Relocation

If necessary, the Shire will negotiate the reimbursement of relocation expenses with the successful applicant.

Professional Development

Provision is available for the employee to participate in relevant training and attend relevant conferences, as approved by the Chief Executive Officer.

Remuneration Package summary

The remuneration package comprises of:

• Salary (cash component)	\$ 85,000	\$ 105,000
• Superannuation guarantee 11.5%	\$ 9,775	\$ 12,075
• Superannuation (policy matching 5.5%)	\$ 4,675	\$ 5,775
• Rental subsidy of \$80 per week	\$ 4,160	\$ 4,160
• Telephone landline and mobile	\$ 600	\$ 600
• Home internet	\$ 1,000	\$ 1,000
• Water charges	\$ 600	\$ 600
• Conferences, seminars and training	\$ 2,000	\$ 2,000
• Uniform	\$ 500	\$ 500
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	\$108,310	\$131,710

OTHER EMPLOYMENT CONDITIONS

Medical Examination

The employee will be required to undergo a pre-employment medical examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of the examination.

A copy of the examination report will be retained in the employee's personal file and made available to the employee.

Police Clearance

The employee will be required, as a condition of employment, to provide a current Police clearance certificate at the Shire's expense.

Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs.

PREPARING YOUR APPLICATION

Statement of Claims against the Selection Criteria

Your selection for an interview will depend on you demonstrating that you meet the essential selection criteria outlined in the Position Description.

When preparing your statement of claims:

- Treat each selection criterion separately. Use each criterion as a heading and provide your claim underneath that heading.
- Provide a brief statement that relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work that are relevant to the application.

Referees

Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.

Please provide names, relationship to you (i.e. Supervisor) and daytime telephone numbers.

We understand you may not wish us to contact current work referees initially. If this is the case, please let us know.

It is recommended that you contact your referees for approval before listing them in your application.

General Application Information

- Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.
- Do not attach any information that is not relevant to the position that you are applying for.
- Staple all information in the top left-hand corner. DO NOT submit your application in a plastic or cardboard folder, as your application may need to be photocopied.
- Please only include photocopies of your attachments, as the application will not be returned.

THE INTERVIEW

Preparing for the Interview

Selected applicants will be invited to attend an interview with the Chief Executive Officer and another management representative.

The interview questions will relate to the selection criteria for the position, and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions that may be asked:

- Be aware of what the job involves. This information can be established from the Position Description.
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a supervisor.
- If you have any relevant reports or other work that provide examples of your skills and abilities, you are invited to bring them to the interview.
- Prepare a few questions that you may wish to ask the interview panel.

The Interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position, even though you may have worked with them or have had previous experience in the position for which you have applied.
- Try to remember the names of the person/people interviewing you.
- Take time to answer each question. In some instances, you will be given the opportunity to read the interview questions and prepare brief notes immediately prior to the interview.
- If you do not understand a question, ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible, relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions, do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

After the Interview

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

Please note that canvassing of Elected Members is prohibited. Any applicant known to have done so may be disqualified.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of seven Councillors, including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 3pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 36 staff, including administrative and external officers, as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



The Staff

Chief Executive Officer	1
Manager of Governance and Community Services	1
Manager of Financial Services	1
Manager of Works and Services	1
Manager of Regulatory Services	1
Executive Services Manager	1
Aquatic Centre Manager	1
Recreation Centre Manager	1
Workshop Manager	1
Works Supervisor	1
Town Supervisor	1
Medical Centre Manager	1
Community Development Officer	1
Senior Finance Officer	1
Administration Staff	5
Outside Workforce	11
Building Maintenance	2
Cleaning Staff	2
Medical Centre Staff	2
Total	36

BRUCE ROCK

Location

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt, 245km east of Perth, and includes three satellite town sites (Shackleton, Babakin and Ardath), and the Kwolyin locality.

Population

The permanent population of the Bruce Rock townsite is approximately 700. The permanent population of the Shire of Bruce Rock is approximately 1,100.

Area

The Shire has a total area of 2,772 km², consisting of agricultural land and some nature reserves.

Water

Water is supplied by the Water Corporation.

Electricity

Electricity is supplied by Synergy.

Telephone

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra, with a base station at Yarding and a repeater in Bruce Rock.

Business and industry

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

Metal fabrication, light industrial, agricultural agencies and transport operations.

Health

20 bed hospital serviced by a resident local GP.

Medical Centre

Dentist

Physiotherapist

Emergency Services

St Johns Ambulance

Volunteer Emergency Services



Education and Training

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12. Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

Recreation Centre and Facilities

Completed in April 2012, the Recreation Centre includes a synthetic bowling green, oval, tennis and netball courts, providing facilities for cricket, football, hockey, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park.

The Shire also has two golf clubs, one 2km from the Bruce Rock townsite, and the other at Ardath, as well as a tennis club at Ardath and a bowling club in Shackleton.



Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence.

A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre and Sculpture Park

The Bruce Rock Federation Amphitheatre was officially opened in October 2001. The Amphitheatre seats up to 1,200 people. Designed and built by the local community, it is host for many get-togethers and community events, including the annual Vietnam Veterans Reunion.

The adjoining Sculpture Park has contributions of artwork from all around the region and is a unique place for a family picnic or a stroll through the picturesque gardens that are also a popular venue for weddings.



TOURISM

Granite Way

Tourist drive, including free camping at Kwolyin and day facilities at Kokerbin Rock.

Museums

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school.

A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

Wildflowers

During the months of July, August and September, there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire. A wildflower drive is also sign posted from Bruce Rock.

Other Places of Interest

- Mosaic Pathway and Centenary Path in Bruce Rock
- Shackleton Smallest Bank

Accommodation

Bruce Rock Hotel Motel, Bruce Rock Roadhouse, Bruce Rock Chalet, Bruce Rock Caravan Park, Ardath Hotel.

