

Position Description

Manager Finance

Title: Manager Finance

Position Number: F100

Level: 10 Above Award

Department: Corporate and Community Services

1. Position Objectives

1. Partner the Director Corporate and Community Services to maintain the long-term financial sustainability of the Town through strong financial management and strategic input;
2. Provide leadership and direction to the finance function, ensuring effective governance, robust internal controls, and continuous improvement of financial systems and processes;
3. Deliver accurate, timely, financial reporting and insights to support informed decision-making by Executive, management, and Elected Members;
4. Lead and develop a high-performing finance team aligned with organisational priorities, driving a culture of accountability and performance, and promote customer-focused service delivery within the finance function;
5. Ensure all employees are paid the correct amount on time (including correct leave management and superannuation entitlements) in accordance with employment legislation; and
6. Foster a collaborative business partnering approach across the organisation to strengthen financial capability and accountability.

2. Key Responsibilities

2.1 General duties

1. Oversee the Town's financial management practices to ensure compliance with the Local Government Act 1995, Financial Management Regulations 1996, Australian Accounting Standards, and other relevant legislation;
2. Lead the development and delivery of the Annual Budget and Long-Term Financial Plan, ensuring alignment with organisational objectives;
3. Lead the preparation of the Annual Financial Statements and coordinate the annual audit process, acting as the primary liaison with external auditors;
4. Oversee the preparation and delivery of statutory and management reports, ensuring they are timely, accurate, and relevant for decision-making;
5. Oversee the timely completion and submission of statutory returns, including Grants Commission Information Return and Fringe Benefits Tax Return;
6. Oversee the management of the Town's investments in accordance with Council policy;

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7. Provide oversight and assurance over core financial operations, including accounts payable, accounts receivable, rates, payroll, and reconciliations, ensuring these functions are efficient, compliant, and supported by appropriate controls;
8. Lead, mentor, and develop the finance team to build capability, ownership, and performance, ensuring responsibilities are effectively delivered with clear delegation and accountability aligned to roles and responsibilities;
9. Ensure appropriate internal controls, governance processes, and risk management practices are in place and operating effectively;
10. Partner with Directors, Managers, and budget owners to strengthen financial management capability, support budget control, and provide strategic financial advice for long-term planning and sustainability;
11. Contribute to continuous improvement initiatives across financial systems, processes, and reporting;
12. Support organisational performance through meaningful financial analysis, forecasting, and scenario modelling;
13. Support the Director in managing the Town's insurance portfolio and claims processes; and
14. Undertake other duties as reasonably directed by the Director Corporate and Community Services.

2.2 Personal Accountability

- Adherence to and demonstration of the values and behaviours as defined in the Town of Cottesloe Code of Conduct for Employees (2021).

2.3 Workplace Health and Safety

- Demonstrate personal responsibility towards proactively ensuring both a physically and psychologically safe work environment for all.
- Commitment to and application of Town Policies relating to: Equal Employment Opportunity, and Workplace Health and Safety.
- Timely and accurate reporting unsafe work conditions and/or incidents.

3. Extent of Authority

This position operates with a degree of autonomy under the general direction of the Director Corporate and Community Services within the statutory obligations of all relevant legislation and Council established policies and procedures.

4. Organisational Relationships

Reports to:

Director Corporate and Community Services

Supervision of:

Coordinator Finance

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Management Accountant
Senior Finance Officer

Internal Stakeholders:

Director Corporate and Community Services
Manager People and Culture
All staff
Elected Members
Creditors/Debtors
Auditors
Financial Institutions
General Public

5. Selection Criteria

5.1 Essential

1. Tertiary qualification in accounting, finance, commerce or a related discipline; including professional accounting qualification (CA/CPA) or significant progress to completion.
2. Demonstrated experience in effectively leading and managing a Finance team to achieve desired outcomes and internal customer services.
3. Demonstrated applied knowledge of accounting practices and standards, including the ability to meet statutory financial reporting requirements in accordance with Australian Accounting Standards and relevant Local Government legislation.
4. Demonstrated experience in leading a Payroll function to ensure compliance with employment legislation.
5. Demonstrated ability to build and maintain effective working relationships with people; including effective skills influencing, negotiating and resolving conflicts.
6. Demonstrated commitment to working collaboratively with stakeholders to achieve budgeting and other financial priorities for CEO and Council submissions.

5.2 Desirable

1. Finance Manager experience in the Local Government sector; and
2. Experience with DataScape or similar local government financial systems

6. Employment Conditions

- Local Government Industry (WA) Award, as amended from time to time;
- Town of Cottesloe Industrial Agreement 2024;
- Evidence of Australian working rights
- Current National Police Clearance (or willingness to obtain); and
- Willingness to under-go a Pre-employment medical; and

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Prepared by: Manager People and Culture
Director: Director Corporate and Community Services
Date prepared: 01 May 2019
Document last reviewed: 10 June 2026

Approved by Chief Executive Officer: _____

Date of Registration: 16 April 2026

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Director Corporate and Community Services