

- 1. Title: Finance Manager**
- 2. Level: LGIA L10**
- 3. Department: Corporate and Community Services**
- 4. Position Objectives**

- ) Assist the Director Corporate and Community Services to maintain the sound financial position of the Town.
- ) Be responsible for ensuring the efficient operation of Town's financial management systems, including provision of advice and reports to all operating levels.
- ) Maintain accurate accounting records and produce reports in conformity with statutory and Council policy requirements.
- ) Manage and lead a small team of staff, including finance and administration officers;
- ) Liaise with other employees on matters associated with financial control and budget management.
- ) Produces accurate, timely and relevant financial reports to allow managers to control their budgets and Councillors to monitor the financial position of the Town.

#### **5. Key Responsibilities**

- ) Ensures compliance of the Town's accounting practices with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards;
- ) Prepares all financial reports necessary to meet statutory requirements;
- ) Prepares financial reports to enable Executive staff and Councillors to monitor the financial position of the Council and to allow managers to effectively control their budgets;
- ) Prepares the Annual Budget and Long Term Financial Plan;
- ) Prepares the Annual Financial Statements;
- ) Manages preparation of monthly bank reconciliations;
- ) Oversees creditors accounts, including voucher preparation and certification, computer input of data, statement reconciliation and cheque production;
- ) Liaises directly with external auditors on interim and final audits;
- ) Completes Grants Commission Information Return and FBT Return;
- ) Oversees and authorises the preparation of employee records, payroll production, banking of pays, payroll deductions, holiday, sick pay and long service leave entitlements, Award interpretation and production of payment summaries in liaison with the Assistant Finance Manager;
- ) Ensures that Statutory Superannuation is paid to employees and maintains all superannuation records, and produces monthly and annual returns;
- ) Manages debtor invoices, inputs data and maintains records and produces monthly management reports for sundry debtor control;

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- ) Assists the Director with the Town's insurance renewals/policies and oversees claims management.
- ) Manages administration of fines and parking permits for the Town;
- ) Maintains ledger for refundable deposits;
- ) Oversees and authorises Petty Cash;
- ) Invests Council's surplus funds in conjunction with Council's Investment Policy;
- ) Supervises a small team of Finance and Administration Officers (front counter);
- ) Any other duties consistent with the level of this position.

### 6. Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

#### 6.1 Essential

- ) Undergraduate or higher degree in finance, accounting, commerce or equivalent.
- ) A minimum of 5 years postgraduate experience working in finance or accounting capacity in the public or private sectors.
- ) Demonstrated experience in a financial and/or administration supervisory position within the public or private sectors, with proven leadership and management skills.
- ) Demonstrated knowledge of accounting practices and standards, including ability to complete statutory requirements set out for Local Government including AAS27 reporting requirements, FBT and other tax legislation.
- ) Comprehensive understanding of relevant ERP system/s, as well as sound knowledge of the Microsoft Office Suite;
- ) Developed interpersonal, problem solving and conflict resolution skills.
- ) Developed verbal and written communication skills;
- ) Developed time management skills;
- ) Strong business management skills.

#### 6.2 Desirable

- ) Comprehensive knowledge of Civica Authority software is strongly desirable;
- ) Sound knowledge of Award conditions applicable to local government employees;
- ) Previous experience in a similar role in the Local Government sector including working knowledge of Local Government Financial Management Regulations and other relevant legislation;
- ) CPA/CA qualification.

### 7. Requirements of the Job

#### 7.1 Skills

- ) Leadership and management skills with demonstrated ability to guide and motivate staff.
- ) Strong business management skills.
- ) Strong financial skills with demonstrated ability to prepare and review finance reports and budgets.
- ) Ability to interpret legislation and understand legal processes relating to compliance or requirements associated with/by Local Government.
- ) Developed computer and technological skills with broad experience in computerised accounting systems - preferably Civica Authority software - ERP systems.
- ) Developed verbal and written communication skills.
- ) Developed interpersonal, problem solving and conflict resolution skills.
- ) Developed time management skills.

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### 7.2 Knowledge

- ) Demonstrated knowledge of Australian accounting practices and standards, preferably including the ability to complete statutory requirements set out specifically for Local Government including AAS27 reporting requirements, FBT and other tax legislation.
- ) Working knowledge of Local Government legislation and processes including reporting and auditing requirements and meeting procedures.

### 7.3 Experience

- ) A minimum of 5 years postgraduate experience working in finance or accounting capacity in the public or private sectors.
- ) Demonstrated experience in a financial and/or administration supervisory position within the public or private sectors.

### 7.4 Qualifications and/or Training

- ) Undergraduate or postgraduate degree in finance, accounting, commerce or equivalent.
- ) Current 'C' Class drivers licence.

## 8. Organisational Relationships

- (a) **Responsible to:**  
Director Corporate and Community Services
  
- (b) **Supervision of:**  
Assistant Finance Manager  
Administration Officer (Finance)  
Administration Officers (Front Counter) – Permanent and Casual
  
- (c) **Internal and External Liaison:**  
Director Corporate and Community Services  
All staff  
Elected Members  
Creditors/Debtors  
Auditors  
Financial Institutions  
General Public

## 9. Extent of Authority

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

## 10. Appointment Conditions

- ) *Local Government Industry (WA) Award 2020;*
- ) Town of Cottesloe Enterprise Bargaining Agreement 2019;
- ) National Police Clearance not more than six months old; and
- ) 'C' Class Drivers License.

**POSITION DESCRIPTION – FINANCE MANAGER**

**Prepared by:** Coordinator Human Resources  
Director Corporate and Community Services  
**Supervisor:** Director Corporate and Community Services  
**Date prepared:** 01 May 2019  
**Document last reviewed:** 01 April 2021

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director Corporate and Community Services

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer