



CANDIDATE PACK

Manager Finance Services

Balonne Shire Council



CONTACT

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[Attachment: Position Description](#)

We respectfully acknowledge the traditional custodians of the land and waters, on which we work, live and play. We pay respect to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



Located in the southwestern part of Queensland, this region is home to stunning landscapes, picturesque towns and a welcoming community. Residents enjoy a relaxed pace of life and have access to a range of amenities, including schools and healthcare services. The Balonne River, which winds its way through the region, offers plenty of opportunities for fishing, camping and water sports. Overall, living and working in the Balonne region is ideal for those seeking purposeful work and a peaceful lifestyle in a beautiful, natural setting.

Position Overview

Balonne Shire Council is now seeking an enthusiastic and experienced Manager Finance Services to join the team. The role is crucial to delivering the Long-Term Financial Plan, Annual Budget and Budget Reviews, ensuring statutory deadlines are met. The successful candidate will manage Council's finances, respond to audits, oversee the financial aspects of asset management and provide strategic advice on budget management and funding. The new Manager Finance Services will be a strong leader willing to be hands-on while providing strong leadership to their team.



Key Responsibilities

- Provide strategic advice to support financial decision-making and long-term planning.
- Provide strong leadership and support to the team, while leading by example.
- Manage and communicate effectively with staff, while being hands-on and a team player.
- Oversee financial management, including assets management, forecasting and budgeting, ideally within a local government financial management context.
- Meet legislative requirements and deadlines ensuring a high level of attention to detail.
- Manage and maintain external stakeholder relationships, including collaborating to complete asset accounting requirements, and liaising with the audit committee.

Key Projects

The Manager Finance Services will be involved with upcoming financial statements, audits and reports, supported by external services. The focus will be on preparing the budget for the 2025-26 financial year and ensuring a smooth audit process in March next year. With a robust plan already in place, the successful candidate will need to hit the ground running to meet these critical deadlines and maintain financial stability.



Opportunities and Challenges

The Manager Finance Services role presents several challenges, including managing a lean team that will benefit from leadership, guidance and a management style that is focused on prioritisation, efficiency and effectiveness. Additionally, effective time management is crucial as there will be periods of extra effort needed to deliver all requirements for the Council with the available resources, such as end-of-financial year budgeting and reporting. The role demands a proactive approach to maintaining financial operations, meeting deadlines and ensuring compliance with regulatory standards. The Council recognises and respects the demands of this role and offers some flexibility that reflects the cyclical demands of the position.

The role offers plenty of opportunities for growth and development, and this council has a strong history of developing the capability, competence and technical skills of its workforce. There is the potential to act in the Director Finance and Corporate Services role, providing the opportunity to gain valuable leadership experience. The position supports professional development through participation in Local Government Finance Professionals' forums and conferences, as well as internal training. The role offers an excellent opportunity for someone looking to step up and make a significant impact in a dynamic environment.

Stakeholder Engagement

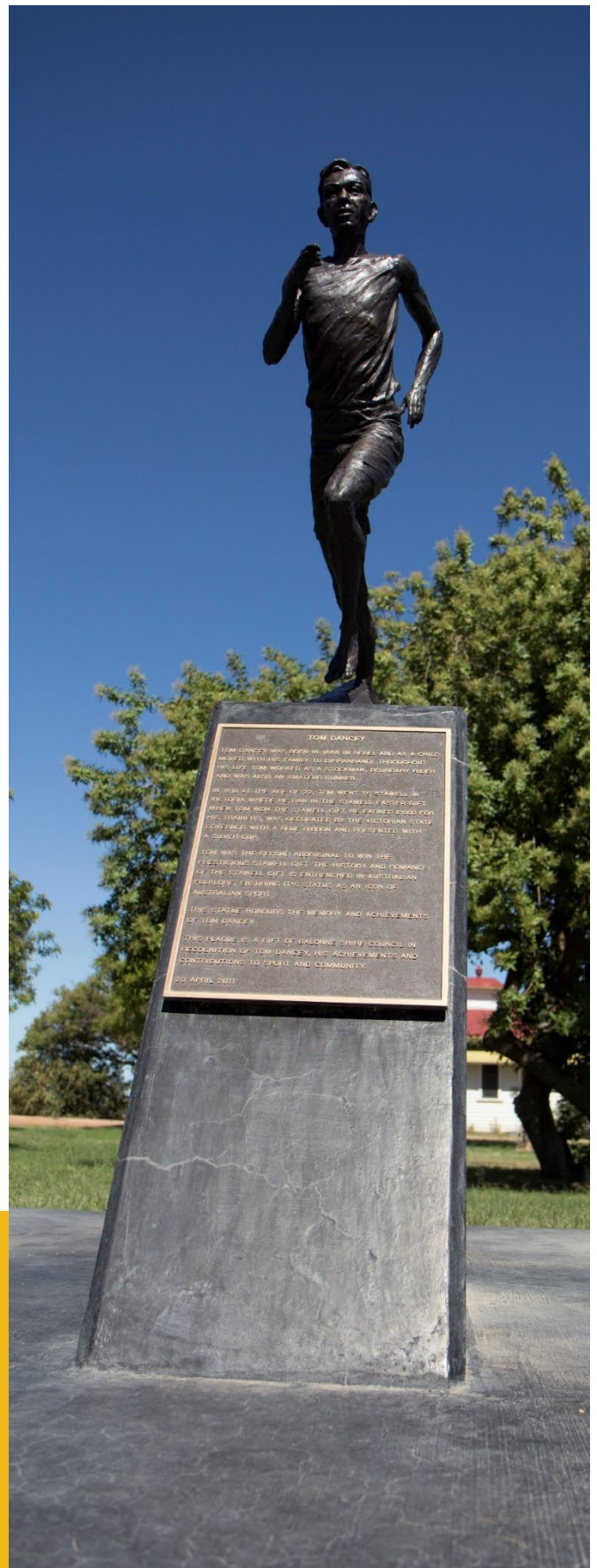
The Manager Finance Services will engage with stakeholders broadly across all directorates within Balonne Shire Council, collaborating on capital works and operational projects to provide comprehensive financial services. Externally, the incumbent will collaborate with external service providers and audit committees, identifying and managing potential risks and ensuring effective planning, communication and collaboration to support the successful delivery of these projects.

Team and Culture

The Manager Finance Services will lead a dedicated team of four direct reports: an Accountant, Rates Officer, Senior Finance Officer and Procurement Coordinator. The Council prides itself on an excellent culture, as evidenced by recent employee surveys showing significant improvements. The team is competent, capable and enjoys working together, fostering a fun and supportive environment. Small initiatives that boost morale are encouraged, contributing to a positive and collaborative workplace.

Personal Attributes

The ideal candidate for the Manager Finance Services role will be highly organised and adept at multitasking and have a strong focus on meeting deadlines. They should possess a good sense of humour and excellent communication skills, be personable and provide exceptional customer service both internally and externally. The role requires someone resilient, agile and flexible, with a proactive attitude—someone who drives progress rather than just observing and is willing to be hands-on and provide the team support when needed.





Qualifications, Skills & Attributes

- Tertiary qualification in Accounting, Commerce, Business, or related field.
- CA, CPA, ICAA advantageous.
- High-level written and verbal communication.
- Excellent time management skills and attention to detail.



Salary Package

The Balonne Shire Council employee benefits include:

- Base salary \$130,000
- Private vehicle contribution \$17,000
- (Total cash \$147,000)
- Subsidised rental valued at \$7,800
- Brand new unfurnished pet friendly 3 bedroom duplex available via salary sacrifice
- 13.5% superannuation
- 19 day working month
- 5 weeks annual leave
- 15 days personal leave
- Long service leave
- Relocation assistance negotiable per council policy
- Ability to salary sacrifice (eg. vehicle/accommodation)
- Relevant industry memberships will be supported
- Ability for professional growth (attendance at the annual Local Government Finance Professionals Conference)
- Progressive Council, always looking at opportunities to grow and develop their staff.

This is an outstanding opportunity to take a leading role in a progressive organisation.



Balonne Shire is in Queensland, about 500km inland from Brisbane, and just above the New South Wales border. It covers an area of more than 31,000km².

Four thousand five hundred residents call one of the shire's seven communities' home – St George, Thallon, Dirranbandi, Bollon, Nindigully, Mungindi, and Hebel.

The neighbouring regional centre of Toowoomba is a four-hour drive to the east, while the towns of Roma and Goondiwindi are within two hours.

The Balonne Shire has been historically known as “River Country” as several rivers converge before flowing south into the Murray Darling System.

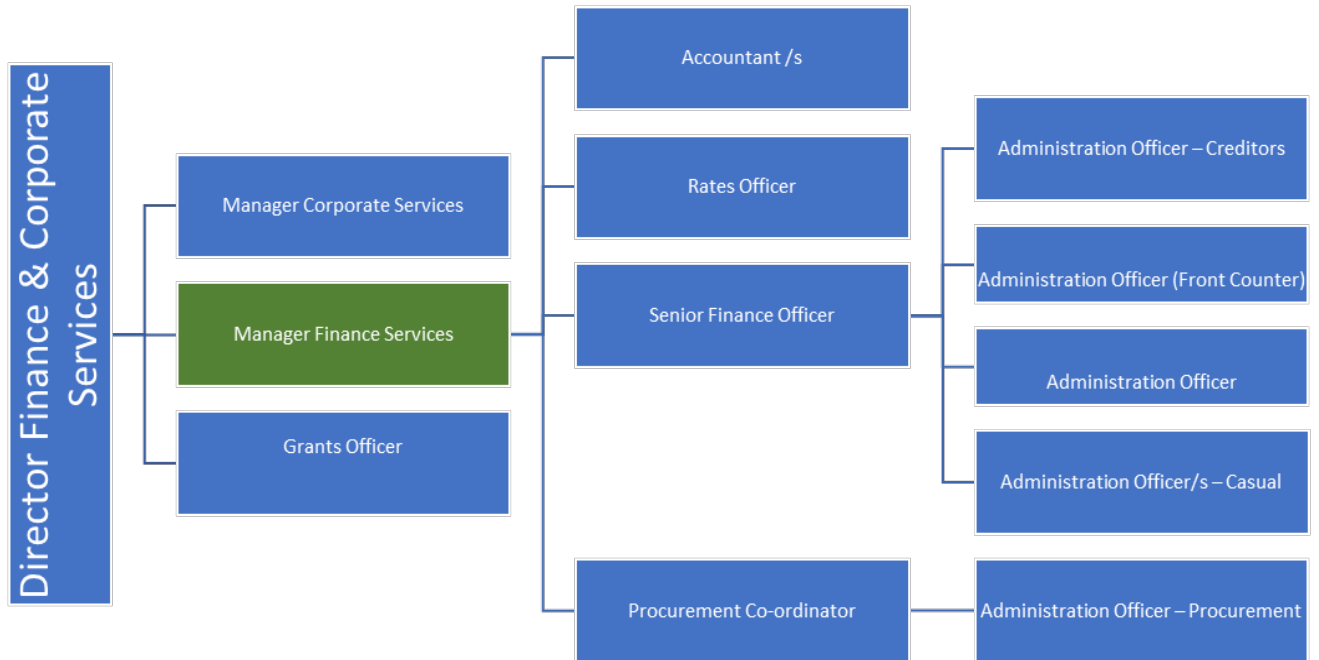
The elected Council consists of 7 Councillors with council administration led by the Chief Executive Officer.



Links to Council Information



Organisational Structure





Housing

The cost of housing in Balonne is affordable with the median house price of \$225,000 and median rent is \$270 per week.



Educational Facilities

There are several schooling options in Balonne with several state and private primary and high schools readily accessible in the area. Tertiary education is also nearby with the Country University Centre in St George and a TAFE, University of South Australia, Whyalla Campus and the University of Adelaide Rural Clinical school.



Healthcare

A wide range of health services and facilities are available, and the St George Hospital offers excellent health care to the region.



Living in the Region



Things to Do

The region has surprising diversity and unique attractions and is rich in native bird and animal life, vast waterways, and historic buildings. Every town is situated beside a river. A major attraction of the region is the giant silos featuring the stunning "Watering Hole" mural which are landmarks of the nearby town of Thallon.



Leisure Facilities

There is a large range of sporting clubs available for both children and adults including swimming, rugby, golf, and tennis, just to name a few. The great outdoors is a popular pastime, with swimming on the Balonne River, fishing, boating, water-skiing, and camping. There are also hot springs in Mungindi and St George.



Getting Around

Getting around is easy, and everything you need is within walking distance. Balonne is over 500km from Brisbane, the nearest major urban centre. There are twice-weekly air services from Brisbane, Toowoomba, Cunnamallu, and Thargomindah to St George. Alternatively, a 2-hour drive to Roma has daily services to Brisbane.

Discover Balonne



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Proven experience in managing and developing staff, including performance management and planning.
- Advanced knowledge and experience in contemporary financial management practices, including asset accounting, budgeting and financial sustainability.
- Ability to provide advice on strategic and tactical matters related to budget management, cost-benefit analysis, forecasting needs and securing new funding.
- Experience in engaging with internal and external stakeholders, including regulatory bodies, auditors and operational areas, to effectively manage financial services and highlight risks.
- Demonstrated ability to investigate issues, collect and analyse data and make recommendations based on findings.



Applications Open

- Week Commencing
Monday 5 August 2024



Applications Close

- 5pm Wednesday 28 August 2024



Initial Assessment

- Week Commencing 26 August 2024



Council Interviews

- Week Commencing 2 September 2024
(TBC)

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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Leading Roles

People ▶ Performance ▶ Partners

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ST GEORGE



ATTACHMENT

Position Description

Position Description – Manager Finance Services		
POSITION DETAILS		
DEPARTMENT:	Finance and Corporate Services	
POSITION:	Manager Finance Services	
REPORTS TO:	Director Finance & Corporate Services	
DIRECT REPORTS:	Accountant/s Senior Finance Officer Administration Officer – Rates Procurement Coordinator	
PRINCIPAL LOCATION:	118 Victoria Street, St George	
POSITION PURPOSE:	<p>The Manager Finance Services delivers the Long-Term Financial Plan, Annual Budget and Budget Reviews including meeting statutory timeframes and continuously improving financial reporting to Council and the Senior Leadership Group</p> <p>The position requires the efficient management of Council's finances, response to internal and external audit and oversight of council's asset management contractor. The position will interact with Council, customers, regulatory bodies, auditors and the operational areas of Council. Council's financial services are to be delivered effectively and efficiently within reasonable Council and customer expectations, and within regulatory and legislative requirements.</p> <p>The Manager Finance Services will also provide advice on strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.</p>	
POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	1. Tertiary qualifications in accounting, commerce, business or other related field	1. CPA / ICAA qualifications would be advantageous
SKILLS	2. Staff management skills, with exposure to performance management and planning 3. Analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 4. Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes 5. High level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment 6. Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and MAGIQ would be advantageous	
EXPERIENCE	7. Advanced knowledge of and demonstrated experience with contemporary financial management and financial	

	sustainability practices with the ability to interpret and apply policies, procedures and legislative requirements			
IMMUNISATION REQUIREMENTS				
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure.				
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)	
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies	
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:			
POSITION KPI's				
Key performance indicators for the position are developed in consultation with the employee as part of their annual performance appraisal.				
AUTHORITY/DELEGATION				
Works independently under general guidance, guidelines and objectives provided by the Chief Executive Officer. This position has delegated purchasing authority in accordance with Council's Delegation Register.				
RESPONSIBILITIES				
MINIMUM RESPONSIBILITIES				
<ul style="list-style-type: none"> • To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. • Work in a safe manner at all times and report any workplace risks. • To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. • Communicate all health and safety matters to supervisors where applicable. • Abide by and assist in maintenance of the Council's Safety Management System • To be punctual and reliable • To report problems or difficulties encountered • Contribute to the Council with suggestions for improvement • Monitor personal qualifications and licences to ensure currency • All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. • Communicate reliably and regularly, especially when working alone. • Be environmentally responsible by minimising wastage without compromising safety or effectiveness 				
KEY CRITICAL PROCESS RESPONSIBILITIES				
<ul style="list-style-type: none"> • Management accounting • Cost accounting • Asset accounting • Long term financial planning • Budget • Internal and External Audit requirements • Procurement Management, Compliance and Internal controls 				
KEY RESPONSIBILITIES				

Financial Sustainability

- Ensure that all financial systems are operated in accordance with appropriate standards, policies and procedures
- Ensure forward planning for the development and maintenance of Council's financial systems and controls in accordance with the Australian Accounting Standards and the requirements of the *Local Government Act 2009* and the *Local Government Regulations 2012*.
- Develop strategies that will address asset management, whole-of-life costing, financial improvement, financing, and cost management
- Prepare accurate and timely financial reports which meet the needs of Council and management
- Lead the preparation of Council's annual budget which includes the coordination, management and control of data collection from all Council divisions;
- Prepare budget review information for timely reporting to Council and management;
- Prepare all statutory financial reports in accordance with the Local Government Act and Regulations. This includes preparation of the annual financial statements, notes and community financial report;
- Prepare monthly reports to council and the senior leadership group on the status of the annual budget;
- Prepare end-of-year audit documentation, ensuring all agreed audit recommendations are implemented and act as the principal operational contact officer during the annual audit;
- Provide documentation to Internal Audit, as required and report to the Audit & Risk Committee on a quarterly basis on the progress of Internal (and External) Audit recommendations;
- Coordinate the preparation all accounting returns with input from relevant Officers including the Grants Commission and Local Government Comparative Data, Business Activity Statements, Fringe Benefits Tax Returns, Other Tax Returns, and 10 Year Financial Plans (long term financial forecast)
- Manage and oversee Council's rates and charges to ensure compliance and maximum recovery of outstanding rates and charges.
- Provide advice and support to other employees and Council on operational and strategic financial matters
- Effectively and efficiently manage customer requests, complaints, and general enquiries through effective questioning, negotiation and conflict management to provide an acceptable outcome
- Communicate and deal with people at all levels and make prompt reliable decisions within the bounds of allocated responsibilities
- Participate in any projects identified and as agreed with the Finance & Corporate Director Finance & Corporate Services
- Perform other duties within your capabilities as directed

Customer Service

- Manage the development and delivery of the customer service function, including reception and general administration to provide effective and efficient services

MANAGEMENT RESPONSIBILITIES**Staff Management**

- Provide leadership and strategic direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required in consultation with the HR function
- In consultation with the HR function, encourage direct report employees to maintain their professional development and industry currency through appropriate and relevant training courses, conferences and/or further education
- Liaise with the HR function on recruitment requirements
- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder

- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council's values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost-effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Finance & Corporate Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Finance & Corporate Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced