

APPLICANT PACK

# Manager Financial Services

Tweed Shire Council



RECRUITING FOR:



CONTACT

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Executive Talent Consultant

Leading Roles

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We respectfully acknowledge the Traditional Owners, the Bundjalung Nation as the custodians of the land and waters, on which we work, live and play. We pay respects 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.



# The Role

Tweed Shire is located on the Northeast corner of NSW, approximately 100km south of Brisbane and 860km north of Sydney. Covering 1309 square kilometres, the region includes diverse landscapes of tropical rainforests, mountain ranges, green fields and unspoiled coastlines. Major townships include Tweed Heads, Banora Point, Kingscliff, Murwillumbah and Pottsville.

The council serves a population of approximately 98,000 and is represented by seven elected members. As the region's largest employer, Tweed Shire Council has a workforce of approximately 750 staff and an annual budget of approximately \$300 million. The council oversees \$4.5 billion in assets, delivering over 50 services ranging from planning and development to community and cultural initiatives.

The region has faced significant challenges in recent years, particularly during the devastating floods of February and March 2022, which caused widespread damage to infrastructure, homes and businesses. These natural disasters required extensive recovery efforts, with the council playing a central role in coordinating financial, logistical and community support. The floods highlighted the importance of resilient financial management and strategic planning to navigate future challenges.



# Position Overview

The **Manager Financial Services** plays a pivotal role in ensuring the financial sustainability of Tweed Shire Council. Reporting to the Director Corporate Services, Michael Chorlton, this leadership position oversees strategic financial planning, statutory reporting, revenue policy and compliance.

The role requires managing a multi-disciplinary team of 25 staff across three functional groups and two locations:

- **Murwillumbah Office:** Financial planning and reporting, as well as operational finance teams.
- **Tweed Heads Office:** Revenue and debt management staff.

Direct reports include:

- 3 x Senior Financial Accountants

This role ensures the efficient delivery of financial services and adherence to legislative requirements. The Manager Financial Services will also serve as the Responsible Accounting Officer, maintaining high standards in compliance and accountability.

Peers to this role include other divisional managers within Corporate Services, such as the Manager of People and Culture, and operational leaders across council's executive and corporate management teams.



# Key Responsibilities

## **Leadership and Strategy:**

- Provide vision and strategic leadership to the Financial Services Unit.
- Drive financial sustainability through effective long-term planning and resource allocation.

## **Financial Planning and Reporting:**

- Oversee the development and monitoring of Council's budgets and financial plans.
- Ensure accurate and timely statutory financial reporting, including audits.

## **Revenue and Debt Management:**

- Manage Council's revenue policies, rates and charges, debt recovery and pension rebates.

## **Operational Finance:**

- Supervise payroll, accounts payable/receivable, grants administration and financial software integration.

## **Stakeholder Engagement:**

- Collaborate with internal and external stakeholders, including elected members, auditors and regulatory bodies.

## **Compliance and Best Practices:**

- Maintain legislative compliance and foster continuous improvement within the unit.



# Opportunities and Challenges

- **Flood Recovery Management:** Oversee financial administration of significant grant funding for flood repairs and infrastructure upgrades, with a focus on lessons learned from the 2022 floods.
- **Strategic Asset Management:** Guide the alignment of financial resources with asset-intensive services, ensuring long-term sustainability.
- **Technology Integration:** Support IT advancements, including ERP upgrades, SharePoint implementation and addressing cybersecurity challenges.
- **Workforce Development:** Foster team collaboration and address workforce challenges in a competitive recruitment environment.
- **Recruitment Challenges:** Attracting and retaining skilled staff remains a significant challenge, requiring innovative approaches to build a resilient and high-performing team.
- **Financial Sustainability:** Maintain a balanced budget position within the constraints of rate pegging legislation, statutory fees and charges and capped developer contributions.



# Personal Attributes

The ideal candidate will remain calm under pressure, demonstrating emotional maturity and the ability to navigate complex challenges with a level head. They will excel in building positive relationships with team members and stakeholders, fostering a collaborative and supportive environment. Adaptability and an openness to diverse approaches will enable them to empower their team to achieve outcomes effectively. Attention to detail will be a key strength, ensuring accuracy in reporting and compliance while maintaining high standards. Additionally, they will possess strong strategic communication skills, simplifying complex issues and presenting clear, actionable insights to a variety of audiences.



# Selection Criteria

## Essential:

1. Demonstrated expertise in financial planning, reporting and producing audited financial reports under Australian Accounting Standards, ideally in a local government entity.
2. Proven ability to develop and implement long-term financial plans aligned with asset management requirements and ensuring sustainability.
3. Leadership experience managing multidisciplinary teams and fostering a culture of high performance and collaboration.
4. Strong strategic and analytical skills, with the ability to identify and resolve complex financial and operational challenges.
5. Exceptional written and verbal communication skills, including the ability to engage with diverse stakeholders.
6. Degree qualifications in Accounting, Commerce or a related field, with eligibility for CPA or CA membership.

## Desirable:

1. Applied knowledge of the Local Government Code of Accounting Practice and Financial Reporting.
2. Postgraduate qualifications in management or leadership.
3. Experience with process improvement initiatives or working within business excellence frameworks.

**Note:** 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 the offer stage.





# Council Employee Benefits

Tweed Shire Council is an "employer of choice", they offer flexible work options and great staff benefits. Some of the benefits include:

- Executive remuneration package of \$168K - \$191K + Super.
- Lease-back vehicle option.
- Employee discounts at gyms and pools.
- Free confidential counselling services.
- Free off-street parking.
- Range of employee benefits including staff and family discounts at gyms and pools, health and wellness checks and free confidential counselling support for employees and immediate family members.

**Working at Tweed Shire Council (watch the video)**

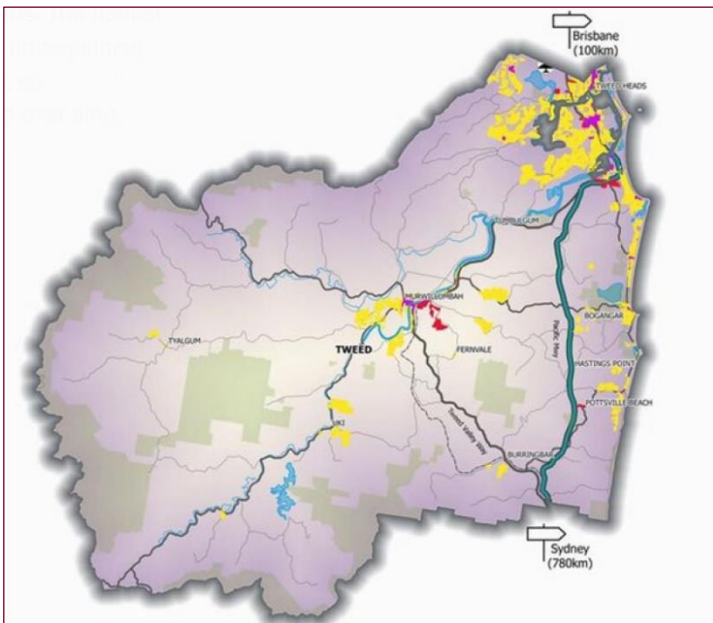




# About Council

**Tweed Shire Council has earned acclaim for its achievements, including the NSW Award for Planning Excellence and a Gold Award for the Northern Rivers Rail Trail – Tweed section. Its innovative 'Museum on Wheels' program also highlights the Council's dedication to community enrichment.**

Tweed Shire Council governs one of Australia's most picturesque and ecologically significant regions, covering 1,309 square kilometers of diverse landscapes. The area features 37 kilometers of pristine coastline, three World Heritage-listed national parks and the iconic Wollumbin/Mt Warning shield volcano, renowned for its biodiversity, including Australia's highest concentration of threatened plant species. The Shire is home to the entire catchment of the Tweed River and its tributaries, emphasising the region's environmental importance.



With a population of approximately 98,000, the Shire encompasses vibrant towns and suburbs such as Tweed Heads, Murwillumbah, Kingscliff, Pottsville and Uki. Its \$3.94 billion economy is driven by key industries, including tourism, agriculture, healthcare, education and construction, offering a broad range of employment opportunities.

The Council comprises seven elected members who guide the region's development and operations. In the 2023-2024 financial year, the Council managed \$3.98 billion in net assets and invested \$130.9 million in capital works to support the community's needs. Generating \$373.9 million in revenue, with 36.6% coming from rates and annual charges, the Council demonstrates a strong financial position. Its strategic investments in infrastructure, services and sustainability initiatives ensure the continued growth and prosperity of the Tweed community.

Links to Council Information





# Council Mission, Vision & Values

## Vision

The Tweed will be recognised for its desirable lifestyle, strong community, unique character and environment and the opportunities its residents enjoy.

## Mission Statement

Working with community and partners, provide leadership in facilitating and delivering services that manage growth sustainably, create opportunity and enhance the value of our civic and natural assets for this and future generations.

## Value Statement

What we value

Living and loving the Tweed.

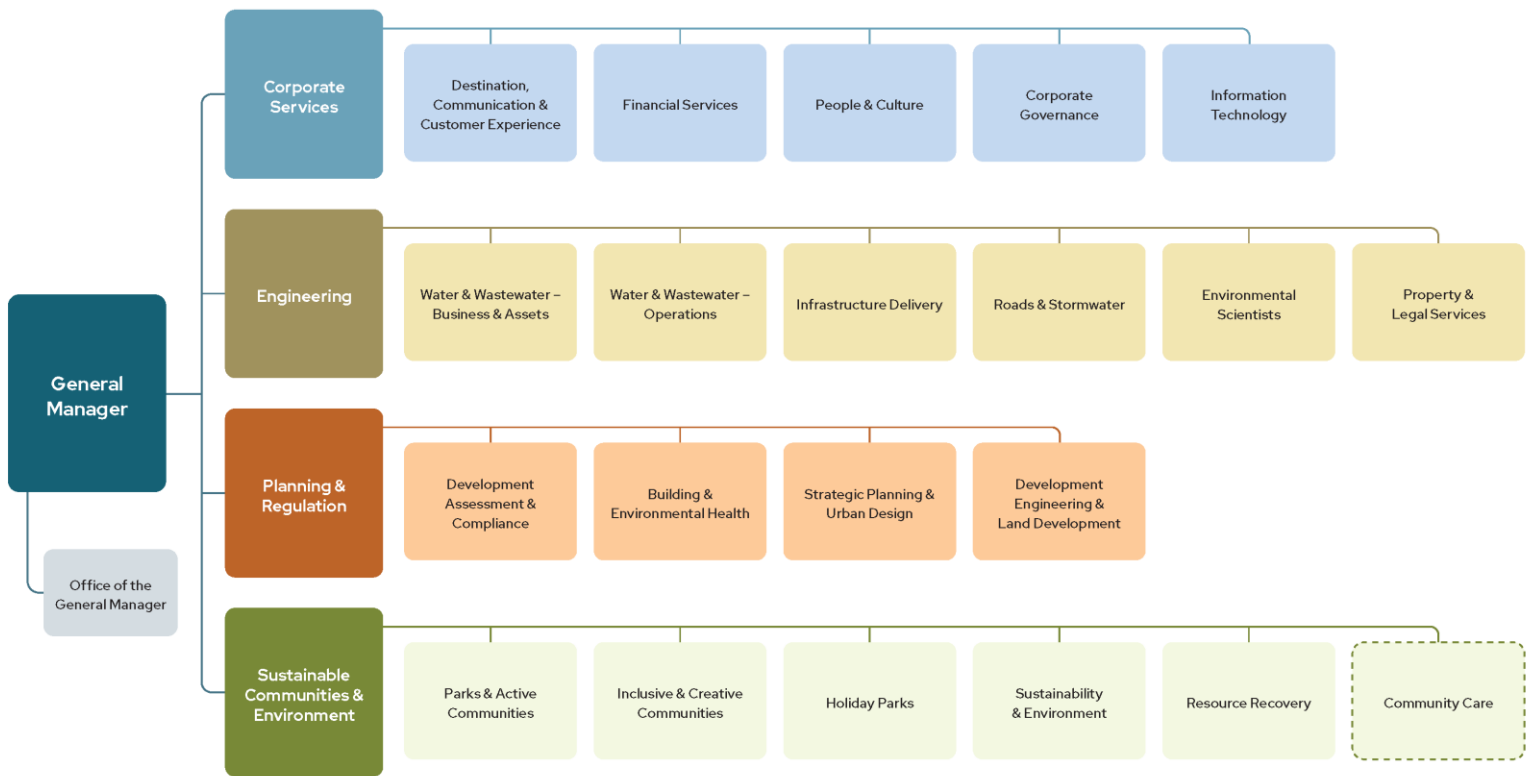
We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute, and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

# Organisational Structure





# Living in the Region



## Housing

Tweed Shire offers a diverse range of housing options, from coastal apartments and modern townhouses to rural properties and family homes in established suburbs. With increasing demand driven by the region's natural beauty and lifestyle appeal, housing availability varies, particularly in popular areas like Tweed Heads, Kingscliff and Murwillumbah. While the region continues to attract new residents, the Council works to balance growth with sustainability, supporting affordable housing initiatives and strategic planning to meet the needs of its vibrant and growing community.



## Educational Facilities

The region is home to numerous public and private primary and high schools, providing modern facilities and a wide range of learning programs. For tertiary education, the Kingscliff TAFE campus is a key hub, offering vocational training in areas such as business, health and trades. Southern Cross University, located nearby in Lismore, provides access to higher education opportunities in fields including environmental science, education and business.



## Healthcare

The region is served by the state-of-the-art Tweed Valley Hospital, which offers a wide range of services, including emergency care, specialist treatment and maternity services. Additionally, there are several medical centres, general practices and allied health providers located throughout the area, including in Tweed Heads, Kingscliff and Murwillumbah. Residents also benefit from proximity to specialist clinics and diagnostic services, as well as aged care facilities and community health programs.



# Living in the Region



## Shopping & Dining

The region boasts modern shopping centres such as Tweed City Shopping Centre and specialty precincts in Kingscliff and Murwillumbah, offering everything from fashion and homewares to fresh local produce. For dining, residents and visitors can enjoy a thriving food scene, featuring beachside cafes, fine dining restaurants and a range of international cuisines. The area is also renowned for its farm-to-table experiences, craft breweries and fresh seafood, reflecting the region's rich agricultural and coastal heritage.



## Sports & Recreation

Tweed Shire is a haven for sports and recreation enthusiasts, offering a variety of clubs, facilities and outdoor pursuits. The region is home to numerous sporting clubs, including cricket, rugby, netball and soccer, catering to players of all ages and skill levels. Modern facilities such as the Arkinstall Park Regional Sports Centre and Murwillumbah Aquatic Centre provide spaces for swimming, tennis and athletics. Outdoor adventurers can explore world-class surf breaks, hiking trails in the region's national parks and the Northern Rivers Rail Trail for cycling and walking. Golf courses, fishing spots and yoga studios further enhance the active lifestyle options available.



## Getting Around

The Gold Coast Airport, located just north of Tweed Heads in Queensland, is the primary gateway, offering domestic and international flights. For regional travel, the Tweed Heads bus station connects to major towns in the area, while local bus services provide easy access to key destinations within the Shire. The region also has well-maintained road networks, including the M1 Pacific Motorway, ensuring smooth travel by car. For those seeking a more leisurely way to explore, the Tweed Valley also offers scenic walking and cycling paths. Public transport options, combined with easy road access, make getting around the Tweed Shire accessible and efficient.

Welcome to The Tweed



# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the Selection Criteria



## Evaluation Process

Leading Roles and Tweed Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Tweed Shire Council may elect to undertake further interviews as required.

Preferred applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



## Indicative Timeframes



Applications Open

- Week Commencing Monday 27 January 2025



Applications Close

- 5:00 pm Monday 17 February 2025



Initial Assessment

- Week Commencing 17 February 2025



Council Interviews

- Week Commencing 3 March 2025 (TBC)

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

### 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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.





# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with client. Feedback provided to applicants.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interviews:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including:               <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>



## BELINDA WALKER

Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

### CONTACT

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✉ [belinda.walker@leadingroles.com.au](mailto:belinda.walker@leadingroles.com.au)  
🌐 [leadingroles.com.au](http://leadingroles.com.au)

Client Rating ★★★★★

Candidate Rating ★★★★★



ATTACHMENT

# Position Description

## Position Description

Manager Financial Services | October 2024

Position Title:	<b>Manager Financial Services (#xxx)</b>		
Job Grade/Type:	Manager (ACL?)		
Division/Group > Unit:	Corporate Services		
<a href="#">Our Values</a>	<a href="#">Organisation Structure</a>	<a href="#">About Tweed Shire Council</a>	<a href="#">About The Tweed</a>

### Organisational Context

Council's services are delivered in the strategic context of an Integrated Planning and Reporting Framework (IPR). Central to the IPR is the 10-year Community Strategic Plan (CSP) the 4-year Delivery Program and annual Operational Plans. These deliver on the CSP through Council's services, programs and projects. Within the IPR - the Workforce Management Plan, Long Term Financial Plan and Asset Management Plans make up the Resourcing Strategy to align resources with the delivery of the CSP and Delivery Program.

### Position Purpose

This is a key leadership position in Tweed Shire Council responsible for the organisation's financial position and sustainability through long term financial plans/budgets, statutory and corporate financial reporting, rating services and investments. The position is also the designated Responsible Accounting Officer.

The position:

- Provides vision, planning and leadership at both an operational and strategic level of Council's Financial Services Unit to ensure financial sustainability within Council's corporate objectives and that financial/ legislative requirements are met.
- Manages the Financial Services unit to deliver accurate and timely financial and corporate reporting whilst providing strategic direction in the implementation of program policies, standards, practices and systems as well as authoritative advice on complex issues of strategic and /or operational importance.

The position is responsible for leading a multi-skilled team including:

- **Corporate Financial Planning:** Responsible for the development, implementation and monitoring of Council's budgets and long-term financial plans.
- **Financial Reporting:** Responsible for planning, directing and completion of the end of year audited statutory financial reports of Council that includes General, Water and Wastewater funds.
- **Investments:** Monitor and control Council's cash flow and Investment Portfolio within the requirements of the Local Government Act and Regulations, Council Policies and Procedures.
- **Finance operations:** Responsible for the provision of payroll, accounts payable and accounts receivable functions, grant administration, asset registers and financial software integration.
- **Revenue Policy and debt management:** Responsible for the organisation's revenue policy, levying of rates and charges, pension rebates and debt recovery.
- **Specialist financial advice:** Provide specialist financial advice to Council Officers regarding Loans, Section 7.11 Developer Contributions; Fees and Charges; Banking Services; Goods and Services Tax (GST) and Fringe Benefits Tax (FBT).

### Service Objective

To collect and manage funds to support Council services and provide information and advice that contributes to sound financial decision-making.

### Key Relationships (Who/Why)

**General Manager/Executive Leadership Team:** To provide advice on issues relating to the unit portfolio. The position is as an Associate Member of the ELT..

**Managers, Unit Coordinators and staff:** To ensure a high level of client services support and continual improvement, ensuring the unit is a valued business partner of choice.

**Unit Staff:** To provide leadership, direction and people management.

**Audit Risk and Improvement Committee:** To ensure governance requirements are met through attendance at meetings.

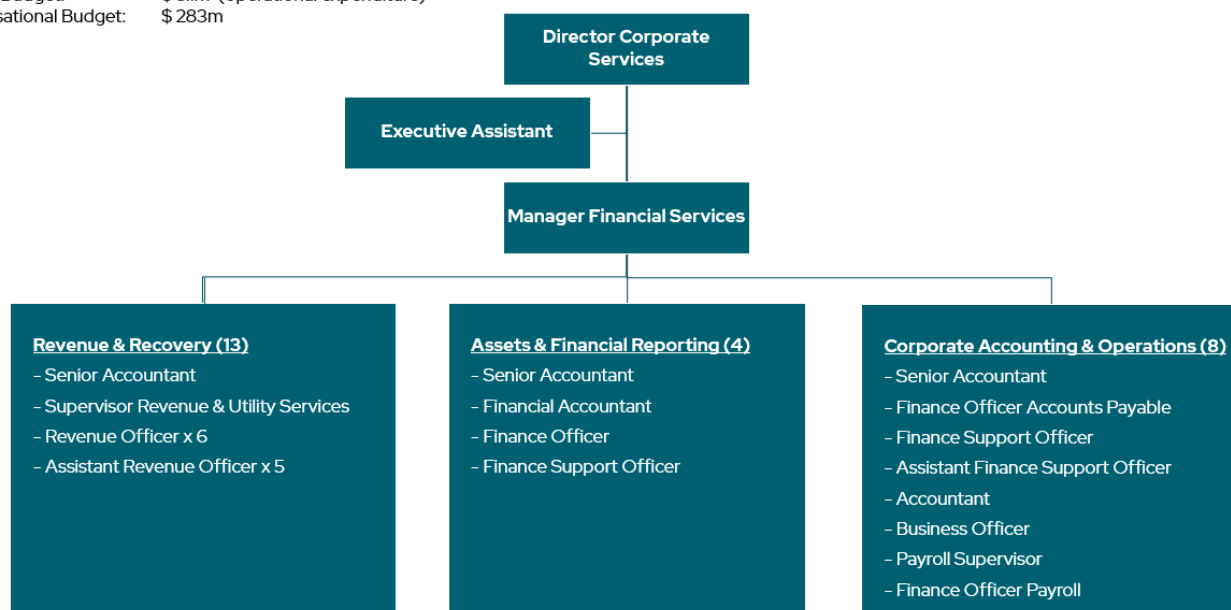
**Councillors:** To provide briefings and information to aid in Council financial decision making.

**External Parties:** To ensure legislative reporting obligations are met and that professional knowledge and skills are maintained and strengthened. Groups include but are not limited to: Office of Local Government, Local Government NSW, NSW Audit Office and Local Government Professionals.

**Division > Unit Structure**

## Division – Unit Structure

Reports to: Director Corporate Services  
 Director Reports: 3 Staff  
 Total Staff: 25 Staff  
 Annual Budget: \$ 5.1m (operational expenditure)  
 Organisational Budget: \$ 283m



## Specific Roles and Responsibilities

### 1. Service and Area of Responsibility

Within the area of responsibility, this role is required to:

- Be the Responsible Accounting Officer.
- Manage the day-to-day operations and functional areas of Financial Management (Statutory Financial Reports, External and Internal Audit, Long Term Financial Plans, Budgets, Investments, Loans borrowings, S.7.11 Developer Contributions, Banking Services, Asset Registers, Grants, Payroll, Accounts Payable, Taxation, Rates, Water billing, Pensioner rebates, Debtors, Debt recovery).
- Asset Management (asset management policy, strategy and management plans, implementation/administration of asset management systems and solutions).
- Financial Management Systems administration (general ledger, budgeting, accounts payable, purchasing cards, property and rating integration and payroll).
- Integrated Planning and Reporting for revenue policy, long term financial plan/budget, fees and charges.
- Develop, communicate and implement unit strategic plans, policies and programs.
- Drive and manage change within area of influence at the corporate and unit level.
- Establish strong working relations with elected Councillors and the Executive Leadership Team.
- Maintain currency across all areas of portfolio, ensure organisational compliance with legislative requirements and a focus on best practice and process improvement.
- Manage teams to deliver responsive internal and external client services.
- Implement resolutions of Council and provide expert advice across Finance portfolio.

### Capabilities / Generic Responsibilities

For a comprehensive understanding of the capabilities required in association with the position reference is to be made to the Local Government Capability Framework [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability). Focus capabilities for the position are highlighted in ***bold/italic***.



#### 2. Personal Attributes

Manage Self (Advanced)

***Act with Integrity (Advanced)***

***Display Resilience and Adaptability (Advanced)***

Demonstrate Accountability (Advanced)

- Demonstrate motivation to serve the community and organisation.
- Initiate team activity on organisation/unit projects, issues and opportunities.
- Represents the organisation in an honest, ethical and professional way and sets an example for others to follow.
- Model ethical behaviour and promotes integrity, courage and professionalism inside and outside the organisation.
- Translate negative feedback into an opportunity to improve.
- Demonstrate flexibility and adjust own style to suit the situation.
- Make decisions involving tough choices and weighing of risks.
- Coach team members to take responsibility for addressing and resolving challenging situations.
- Model ethical behaviour and reinforce it in others.
- Proactively address ethical and people issues before they magnify.
- Oversee implementation of safe work practices and the enterprise risk management framework.
- Address situations before they become crises and identifies measures to avoid recurrence.



#### 3. Relationships

**Community and Customer Focus (Advanced)**

Work Collaboratively (Advanced)

***Influence and Negotiate (Highly Advanced)***

## Position Description

Manager Financial Services | October 2024

- Demonstrates a thorough understanding of the interests, needs and diversity in the community.
- Prepare high impact written documents and presentations.
- Initiates and develops partnerships with customers and the community to define and evaluate service outcomes.
- Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams.
- Facilitates opportunities to develop joint solutions with stakeholders across the region and sector.
- Credibly promotes the organisation's position in the community, region and sector.
- Obtains the commitment of key stakeholders to major projects and ensures ongoing communication.
- Uses sound evidence-based arguments supported by expert opinion to influence outcomes.
- Pre-empts and avoids conflict by identifying contentious issues and directing discussion towards an acceptable resolution.



### 4. Results, Outputs and Achievements

**Plan and Prioritise (Advanced)**

Think and Solve Problems (Advanced)

**Deliver Results (Advanced)**

- Thinks broadly about the root of problems before focusing in on the problem definition and solutions.
- Is able to discuss issues from different angles and project impacts into the future.
- Considers the broader context when critically analysing information and weighing recommendations.

- Sets high standards and challenging goals for self and others.
- Delegates responsibility appropriately and provides support.
- Implements and oversees quality assurance practices.
- Defines what success looks like in measurable terms.
- Ensures that program risks are managed and strategies are in place to respond to variance.
- Implements systems for monitoring and evaluating effective program and project management.



### 5. Resources and Governance

Finance (Highly advanced)

Assets and Tools (Advanced)

Technology and Information (Advanced)

Procurement and Contracts (Advanced)

- Sets organisational strategies and plans with reference to key financial indicators.
- Ensures that strategic decisions are made with appropriate advice from finance professionals.
- Identifies the most appropriate financing and funding strategies to meet operational and capital needs.
- Establishes effective governance to ensure the ethical and honest use of financial resources.
- Actively pursues financial risk minimisation strategies, plans and outcomes.
- Considers council and community assets in the design/delivery of services.
- Facilitates and monitors appropriate deployment of assets and tools in line with community priorities.
- Seeks advice from technical experts on leveraging technology to achieve organisational outcomes.
- Stays up to date with emerging technologies and considers how they might be applied in the organisation.
- Applies knowledge of procurement and contract management risks to decisions.
- Ensures others understand their obligations to manage and mitigate risks in procurement.



### 6. Workforce Leadership

**Manage and Develop People (Advanced)**

Inspire Direction and Purpose (Advanced)

Optimise Workforce Contribution (Advanced)

**Lead and Manage Change (Advanced)**

## Position Description

Manager Financial Services | October 2024

- Fosters high performance through effective conversations and feedback and by providing stretch opportunities.
- Identifies and develops talent across the organisation.
- Implements performance development frameworks to align capability with the organisation's current and future priorities.
- Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way.
- Regularly communicates progress against business unit and organisational goals.
- Creates opportunities for recognising and celebrating high performance at the individual and team level.
- Develops workforce management plans that link to current and future organisational priorities and objectives.
- Uses talent management processes to guide learning and development investment and to allocate critical roles.
- Recruits capable people with various backgrounds, styles and strengths.
- Translates change initiatives into practical strategies, including the role of staff in implementing them.
- Develops appropriate approaches to involve staff and stakeholders at various stages of the project.
- Implements structured processes to manage structural, system, process and cultural barriers to change.

## Workplace Compliance

**Probation Period:** New appointees are subject to a 3 month probation period. Where deemed appropriate, the probationary period can be extended by the relevant Director/Executive Manager for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of employment.

**Work Health and Safety System Responsibilities:** Compliance is required with the following category(s) of Council's WHS Responsibility, Authority & Accountability Protocol: category 3 (Manager and Unit Coordinators) and category 8 (All Employees).

**Position Location:** The position is required to work out of any of Council's administrative offices, depots, or any other location within the Shire as directed by the supervisor.

## Pre-Employment Screening

### Guidelines

- Pre-employment background screening and functional health assessments are conducted by Council's chosen external providers.
- Written consent must be provided by the candidate in order for the recruitment process to progress.
- All qualifications and identification documents will be verified.
- Functional health assessments evaluate your physical and functional capacity against the physical demands necessary to safely perform the position for which you have applied. Drug and alcohol testing is also conducted as part of this testing.
- Falsely claiming qualifications may lead to dismissal and/or prosecution for any relevant offence.

## Delegations and Authorities



**Designated Person**

Council has determined organisational positions deemed to be filled by Designated Persons based on the broad criteria set out in the Code of Conduct and in keeping with our operational needs and structure. This definition may change from time to time based on operational or legislative changes. This position satisfies Council's Designated Person's definition and as such the incumbent is required to comply with all requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

**Position of Trust**

A Position of Trust is a position that has been identified as having duties or responsibilities which pose a higher level of organisational risk.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc.

**Selection Criteria** (Qualifications, experience, specialist skills and knowledge)**Essential**

1. Degree qualifications in Accounting, Commerce, or a related discipline, plus eligibility for membership of a recognised professional or accounting body (CPA, CA ).
2. Demonstrated experience in ensuring the financial sustainability of a complex, medium-sized organisation with a broad range of services, with experience in a local government context highly desirable.
3. Demonstrated experience in producing audited General and Special Purpose Financial Reports in accordance with Australian Accounting standards.
4. Demonstrated experience in ensuring financial sustainability through the development of long term financial plans, informed by future service demands and asset management plan requirements.
5. Demonstrated understanding of and expertise in current practices, policy directions and corporate software solutions relating to the delivery of Financial Services.
6. Highly developed strategic, conceptual and analytical skills at a senior leadership level, including keeping knowledge contemporary, the ability to identify emerging issues, trends, risks and impacts; and the expertise to resolve complex operational program and service delivery issues.
7. Exceptional communication skills, both written and verbal, including making personal presentations and the high level ability to write "client centric" reports (to the ELT, Council, staff and ARIC).
8. Highly effective personal competencies, including always bringing a positive attitude, highly developed organisational skills with the ability to effectively manage conflicting priorities - on time and reliably, and highly experienced in relationship management with internal and external stakeholders through collaboration and coordination, influencing skills, effective negotiation and conflict resolution skills.

**Desirable**

9. Applied knowledge of the Local Government Code of Accounting Practice and Financial Reporting.
10. Post graduate qualifications/studies in Management and/or Leadership.
11. Experience in working in a process improvement or business excellence framework.
12. Experience in managing projects including development of project plans, managing budgets and reporting.



# Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT  
[LEADINGROLES.COM.AU](http://LEADINGROLES.COM.AU)

