

APPLICANT PACK

Manager Financial & Administrative Services

Burdekin Shire Council








CONTACT

Angie Simmonds
Principal Talent Consultant
Leading Roles

☎ 0476 861 300

✉ Angie.Simmonds@leadingroles.com.au

Contents

 The Role	3
 About Burdekin Shire Council	9
 Living in the Region	12
 Recruitment Process and Timeframes	15
 Contact	17
 Attachment: Position Description	

We respectfully acknowledge the Traditional Owners, the Bindal and Juru peoples 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

Situated on the doorstep of the magnificent Great Barrier Reef, the Burdekin Shire presents an exquisite blend of untouched natural splendour and a thriving rural community. Positioned just a short one-hour drive south of Townsville, the Burdekin region is renowned for its abundant sunshine, fertile agricultural land and ample water resources. It is one of the most beautiful districts along the Queensland coast with unspoilt beaches and spectacular wetlands and is home to approximately 18,000 people. Burdekin Shire Council has a workforce of 280 staff and is committed to their vision of creating a prosperous, connected and inclusive community built on the Shire's strong rural foundations.

Position Overview

The Manager Financial and Administrative Services is a key leadership role within Burdekin Shire Council, responsible for overseeing the financial and administrative functions of the Council, while ensuring alignment with the organisation's strategic objectives. With the former incumbent, Kim, transitioning to a Director role after 10 years in the position, this opening offers a unique opportunity for a dynamic leader to step into an established but evolving environment.



Key Responsibilities

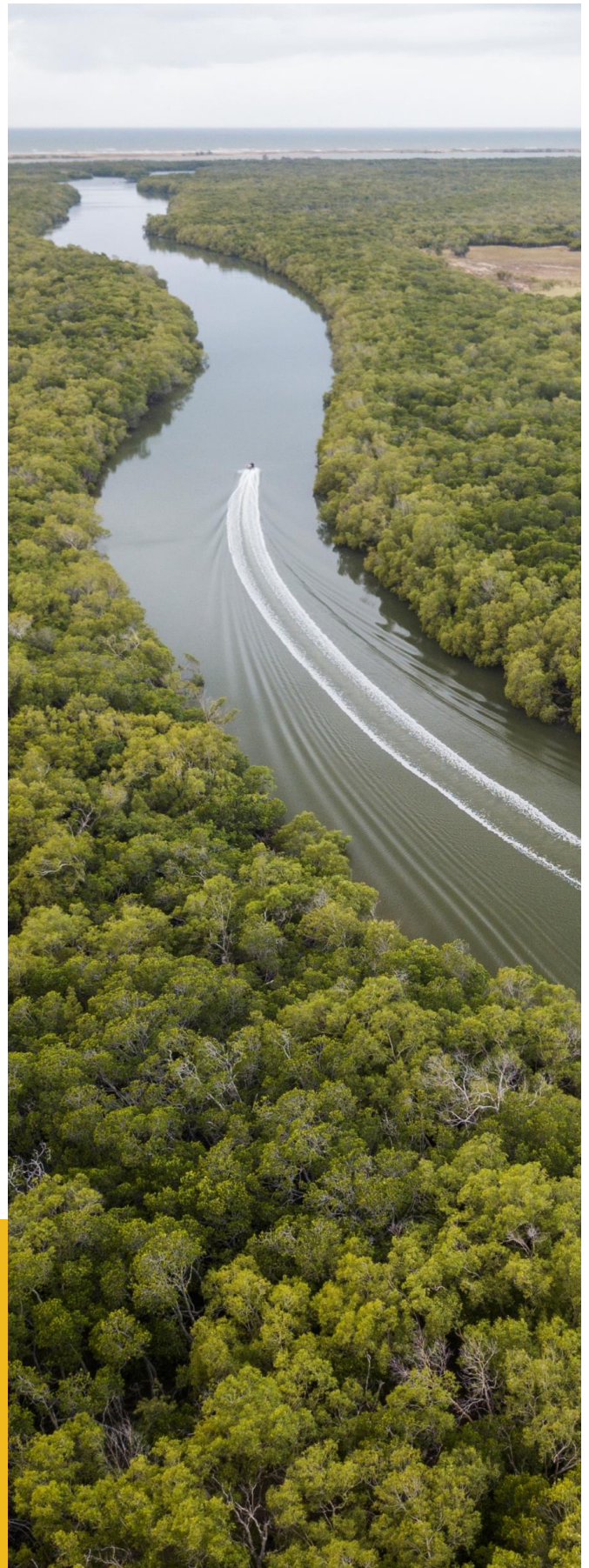
This position will require the successful candidate to lead critical financial operations, including the preparation of Council's financial statements, budget management and the integration of asset management plans into the broader corporate strategy. Key responsibilities include:

- Preparing and analysing financial statements, providing actionable insights.
- Managing the budgeting process and overseeing the development and maintenance of asset management plans in collaboration with relevant teams.
- Providing mentorship to two relatively new coordinators within the department, ensuring their growth and development.
- Presenting complex financial data to stakeholders, including councillors, in a clear and accessible manner.
- Leading the transition to TechOne CIA, upgrading and automating financial processes to drive efficiency.

Opportunities and Challenges

This role offers the chance to lead a well-established, stable team of four coordinators and a broader department of 20 professionals. The team is composed of experienced and less experienced members, requiring a balanced approach to management—encouraging autonomy for experienced staff while mentoring newer members. Key opportunities and challenges include:

- Developing leadership skills within a diverse team of both younger and more mature staff.
- Acting as a strong communicator, capable of translating technical financial data for a varied audience.
- Perform the role of Deputy for Disaster Management Coordination and Deputy Local Recovery Coordinator.
- Navigating the ongoing TechOne transition, with an emphasis on modernising financial processes.



Stakeholder Engagement

The successful candidate will be expected to build and maintain productive relationships with both internal and external stakeholders. Key external partners include regulatory bodies, auditors and local industry groups. Internally, this role is a part of the senior leadership team and works closely with the executive management team to shape the financial future of the Burdekin Shire.

Culture and Team Environment

The Financial Services team at Burdekin Shire Council is cohesive, professional and detail-oriented. There is a strong emphasis on collaboration, mutual respect and a shared commitment to delivering high-quality outcomes. The culture is further enhanced by regular professional development opportunities, a focus on customer service and direct access to the Executive Leadership Team. This role will benefit from a culture of accountability and ongoing professional growth, with a strong focus on fostering a supportive work environment.





Ideal Candidate

The ideal candidate will demonstrate:

- Strong communication skills and emotional intelligence to manage a diverse team across multiple generations.
- An ability to balance mentoring less experienced staff while supporting autonomy for senior team members.
- Expertise in financial management within a local government setting, including asset management, financial modelling and compliance with regulatory standards.
- Confidence in engaging with councillors and stakeholders, simplifying complex financial information for varied audiences.
- A proactive approach to leadership and problem-solving, particularly in response to legislative requirements and operational challenges.



Selection Criteria and Contract Details

- Proven ability to lead and mentor a diverse team, fostering a collaborative and high-performing environment.
- Extensive experience in preparing financial statements, managing budgets and asset management planning within a local government or regulated setting.
- Strong ability to present complex financial information clearly to stakeholders, including councillors and external bodies.
- Experience in implementing and automating financial systems (e.g., TechOne CIA) to improve operational efficiency.
- Degree in Business, Accounting, Finance or Commerce required. CPA or Chartered Accountant accreditation highly desirable.
- Contract: Four-year maximum term. Council is offering a total remuneration package (TRP) of between \$200K to \$215k including superannuation and vehicle.

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.

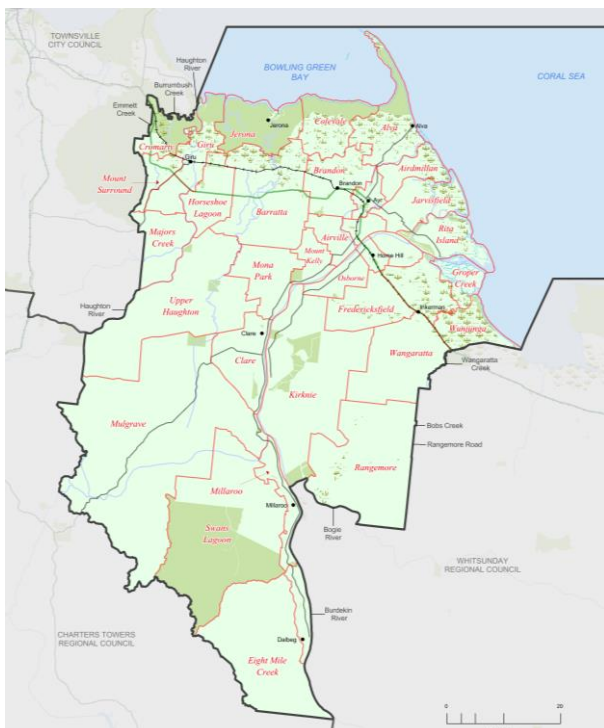


About Council

The Burdekin region is known as the “Sugar Capital of Australia”. The Burdekin region encompasses the area around the Burdekin River and includes towns such as Ayr, Home Hill and Giru.

The Council's primary responsibility is to govern and provide services to the 18,000 residents of the Burdekin Shire, which encompasses an area of approximately 5,050 square kilometers. The shire is situated about 90 kilometers south of Townsville, a major city in Queensland. Burdekin is bordered by the Coral Sea to the east and the Great Dividing Range to the west.

The Burdekin Shire Council is known for its abundant sunshine, rich agriculture and water resources. The district is drought-resistant due to the Burdekin River, underground aquifer and Burdekin Falls Dam. In addition to agriculture, the area has strong horticultural, aquaculture and manufacturing industries. Tourism development is a focus for the council, aiming to attract visitors and create job opportunities. With pristine beaches, adventure sports, fishing and cultural attractions, the Burdekin offers a range of activities for visitors to enjoy.



Links to Council Information





The Burdekin region is known for several notable features and attributes:

- **Agriculture:** The Burdekin is renowned as one of Australia's richest agricultural regions. Its fertile soils, ample water supply from the Burdekin River, underground aquifer and the Burdekin Falls Dam contribute to the successful cultivation of sugarcane, vegetables and other crops.
- **Water Resources:** The Burdekin River, along with the vast underground aquifer and the Burdekin Falls Dam, make the region relatively drought-resistant.
- **Solar Irradiation:** The Burdekin is recognised for its high levels of solar irradiation, making it an ideal location for solar energy projects.
- **Pristine Beaches:** The Burdekin boasts over 30 kilometers of unspoiled beaches that offer opportunities for various activities such as swimming, walking, picnicking, kiteboarding and fishing.

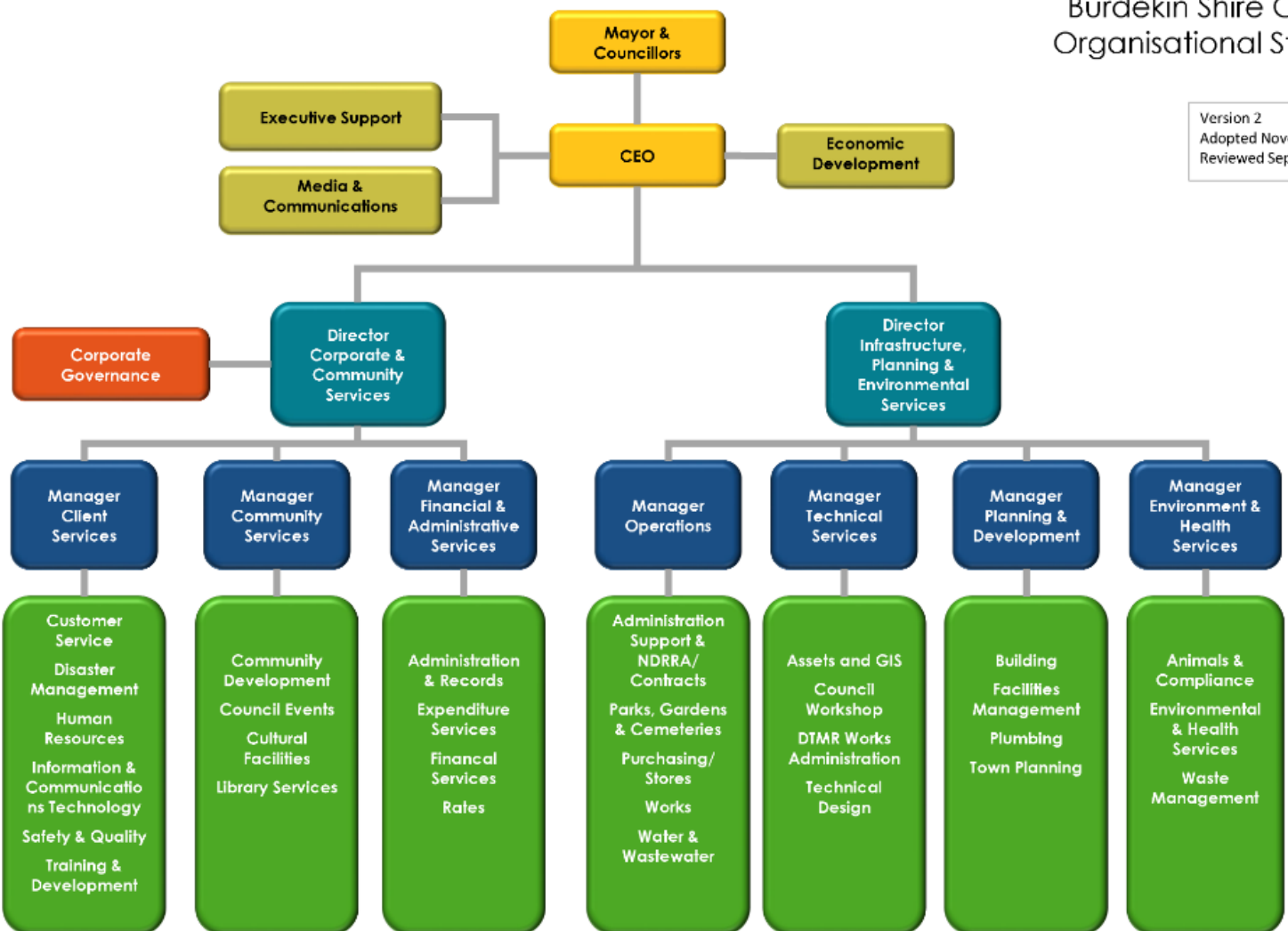
Some of the notable landmarks in the Burdekin include:

- **Burdekin Bridge:** The Burdekin Bridge, also known as the Silver Link, is an iconic landmark in the region. It is one of the longest multi-span, prestressed concrete bridges in Australia, spanning the Burdekin River and connecting the towns of Ayr and Home Hill.
- **Burdekin Theatre:** The Burdekin Theatre is a cultural and entertainment center located in Ayr. It hosts a range of performances, including live theater, music concerts, dance shows and other events.
- **Burdekin Water Tower:** The Burdekin Water Tower is a distinctive landmark in Ayr, featuring vibrant murals painted on its exterior.
- **Plantation Park:** Plantation Park is a popular recreational area in Ayr, offering beautifully landscaped gardens, picnic spots and playgrounds.
- **Burdekin Sugar Cane Railway:** The Burdekin Sugar Cane Railway is a unique attraction that operates vintage steam and diesel locomotives, offering visitors a scenic tour through sugar cane fields and a glimpse into the region's sugar cane industry.

Organisational Structure

Burdekin Shire Council
Organisational Structure

Version 2
Adopted November 2017
Reviewed September 2023





Living in the Region



Housing

The Burdekin region offers a variety of housing options to accommodate different preferences and budgets. Some of the housing options available include houses, apartments, rural properties, retirement villages and vacant land for building.



Educational Facilities

The Burdekin region offers a range of educational facilities to cater to the needs of its residents. These include both public and private primary and secondary schools and distance education. The Burdekin region is served by TAFE Queensland, a vocational education and training provider.



Healthcare

Hospitals available in the Burdekin region include Ayr and Home Hill Hospitals. There are several general practitioner clinics located throughout the region, along with various allied health services available, including physiotherapy, occupational therapy, speech therapy, dietetics, and mental health services. The region has aged care facilities that provide residential care and support services for older adults requiring assistance with daily activities and specialised care.



Living in the Region



Shopping & Dining

The region offers various shopping and dining facilities, including Ayr Central and Home Hill Shopping Centres, retail precincts with fashion boutiques, homewares, electronics and more. Regular markets are held where you can find fresh produce, local crafts, homemade goods and other unique products. A diverse range of cuisines are available from take-away and casual dining to fine dining.



Sports & Recreation

The region boasts a wide variety of leisure and recreational activities throughout including football, netball, rugby union and tennis. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local parks and reserves.



Getting Around

The Bruce Highway (A1) passes through the region, providing a major arterial route connecting the area to nearby towns and cities. The public bus service connects different towns and provides transport options for commuting and travel within the region. The nearest major airport is Townsville Airport, located approximately 1 hour's drive north. Townsville Airport offers domestic flights to various destinations across Australia.

Burdekin Insights



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 Burdekin 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. Burdekin Shire Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.



Applications Open

- Week Commencing
Monday 28 October 2024



Applications Close

- 5pm Monday 18 November 2024



Initial Assessment

- Week Commencing 18 November 2024



Council Interviews

- TBD

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

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

☎ 0476 861 300

✉ Angie.Simmonds@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

APPLY NOW AT WWW.LEADINGROLES.COM.AU



ATTACHMENT

Position Description

Manager Financial & Administrative Services

Position Number	20002
Classification	Contract
Reports To	Director Corporate and Community Services
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

As the Chief Financial Officer for Council this position has administrative charge of the Financial Services Department and the Administration and Records section, provides advice to Council on finance policy and operations, and advises Council on the implications of legislation and accounting standards relevant to Council's financial operations.

This position provides strategic leadership, guidance and support to the executive management team in relation to financial management.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Monitor and develop methods to improve and promote operations of and customer service provided by the Department to internal and external customers of Council.
- Provide timely, accurate and strategic advice to the Council, Chief Executive Officer, Directors and to other members of the senior management team in functional areas of accountability.
- Attend Council and Committee meetings as required by the Director.
- Prepare, implement and maintain priorities, policies, procedures and systems in functional areas which ensure sound management and achievement of corporate and financial objectives, including preparation of operational plan.
- Develop, implement and provide advice on Council's financial policies for operations and pricing of Council's services.
- Contribute to the development of long term financial and asset management plans and strategies for the Shire, including short and medium term financial forecasts which will enable Council to make informed decisions about the future.
- Report to Council, Chief Executive Officer and Director on objective analysis, appraisals, constructive recommendations and pertinent comments concerning the functions of the Department.
- Review and advise on computerised financial system and application requirements for the Council.
- Set program and function budgets (including Finance); and monitor and advise of progress against budgetary expenditure to Council.
- Prepare Annual Financial Statements in accordance with legislation and accounting standards.

Manager Financial & Administrative Services

- Co-ordinate and consolidate Council's budget and amended budgets.
- Monitor and advise on accounting procedures, internal control and audit requirements with Financial Services coordinators as well as in liaison with the Chief Executive Officer, Directors, managers and staff of other Council departments.
- Conduct independent reviews of all operating and financial activities and report on the effectiveness of controls, including organisation, policies and procedures, records and reports.
- Invest surplus funds to maximise returns within agreed risk parameters and statutory constraints.
- Monitor and supervise the timely payment of Accounts Payable
- Monitor and supervise the timely levying of rates and charges.
- Monitor and supervise debt collection processes and payment plans for overdue rates and charges.
- Supervise and submit ten year capital forecast.
- Supervise preparation of statistical information for accounting returns.
- Apply modern management practices in providing leadership and direction to a multi-disciplinary team; ensuring challenging targets are set and achieved.
- Ensure the preparation of Registers, Publications and Manuals required by law or Council Policy for the more effective operation of Council.
- Monitor and review Council's Corporate Records Management System including relevant policies, procedures, operational standards and retention and disposal schedules.
- Undertake roles of Deputy Local Disaster Coordinator and Deputy Local Recovery Coordinator.

Position Requirements

Knowledge

- Comprehensive knowledge of section function and operation of Council structure
- Thorough knowledge of work activities performed and administrative practices and procedures within the Financial Services section.
- Comprehensive knowledge of Council's financial policies.
- Comprehensive knowledge of Acts, Regulations, Local Laws and Accounting Standards and Interpretations issued by the Australian Accounting Standards Board relating to financial management within Local Government.
- Comprehensive knowledge of State and Federal Government departmental policies relevant to financial area.
- Comprehensive knowledge of Council's management standards, policies and procedures.
- A sound understanding of public records, electronic document and information management principles, systems and practices.

Skills

- Advanced judgment and decision making skills including the ability to accurately assess both the internal strengths and limitations of the organisation, and those external constraints and opportunities to which it should respond in developing long term goals and strategies.
- Advanced skills in reading and interpreting legislation.
- Advanced resource management skills to establish staff structures and delegations, and allocate appropriate resources to ensure the achievement of departmental objectives.
- Advanced leadership skills to develop and motivate staff to perform within the Department in pursuit of set and agreed targets.

Manager Financial & Administrative Services

- Advanced skills in developing work methods and/or exercise judgement where general work procedures are not defined.
- Advanced skills in management of financial resources.
- Advanced conflict resolution skills in solving problems with and between staff, as well as with individuals or groups who are recipients of the services offered.
- Advanced communication skills in both written (letter and report writing) and oral communication.
- Advanced time management skills to manage own time, set priorities, plan and organise work.
- Advanced complex problem solving skills.

Abilities

- Ability to contribute to interpretation and administration of matters for which there are no clearly established procedures.
- Ability to solve work problems in the work area using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience.
- Ability to implement personnel practices and deal with employee issues within the Department.
- Ability to train and develop others.
- Ability to assist senior officers with specific projects.

Other Requirements

- Personal characteristics of commitment, honesty, integrity, enthusiasm, motivation, the ability to deal with pressure, and a balanced attitude to work and home life.

Experience and Qualifications

- Degree in areas of Business, Accounting, Finance, or Commerce Associate Diploma, or lesser qualification coupled with extensive experience.
- Certified Public Accountant or Chartered Accountant accreditation.
- At least five years' experience in financial operations of Local Government including financial reporting, budgeting, computerised financial systems and related software applications such as spread sheeting.
- Experience in Local Government financial systems and software.
- Significant experience in Local Government Rating.
- Experience in a management role, preferable in a Local Government organisation.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.

Manager Financial & Administrative Services

- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Manager Financial & Administrative Services

- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.
- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.

Manager Financial & Administrative Services

6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.