



APPLICANT PACK

Chief Financial Officer

Shire of Ashburton



**Leading
Roles**
People ▶ Performance ▶ Partners



shire of Ashburton
opportunity to community

CONTACT

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We respectfully acknowledge the Traditional Owners, the Bindi Bindi, Wakathuni, Bellary, Youngaleena and Ngurawaana people 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

The Ashburton Shire Council is known for its strong financial sustainability, supported by robust governance and strategic financial management. The Council is committed to enhancing community liveability through significant infrastructure projects and economic development initiatives.

The Ashburton Shire Council is seeking a dynamic and experienced Chief Financial Officer (CFO) to lead the financial operations and strategic financial planning of the Council. This role is essential for ensuring financial stability, compliance and driving economic growth within the Shire. The successful candidate will be instrumental in fostering a culture of transparency, trust and performance across the organisation.

Key Responsibilities

Strategic Financial Planning:

- Formulate and implement long-term financial strategies to support the Council's objectives, including the Integrated Planning Framework (IPF) and Long-Term Financial Plan (LTFP).
- Allocate and manage the \$55 million in reserves for future projects effectively.
- Collaborate with the CEO on strategic planning, particularly for economic development projects.
- Oversee business case development, ensuring alignment with strategic goals.

Financial Management and Reporting:

- Oversee the preparation and management of the annual budget and financial reports in compliance with the Local Government Act 1995 and Local Government Financial Regulations.
- Monitor financial performance, track and report budget variances, and provide forecasts.
- Manage the Finance and Costing Review (FACR) process, reporting to the Council on a quarterly basis.
- Develop and implement strategies to maintain robust financial policies, directives, and procedures across the organisation.
- Prepare month-end reports for management and Council, including operating and cash flow statements.
- Lead the development of the Annual Financial Report in accordance with regulations.



Key Responsibilities continued

Systems and Processes:

- Enhance the maturity of financial systems and processes, including the use of Synergy Soft System and Magiq BI system.
- Manage a \$1.5 million annual budget for system upgrades, with a \$10 million investment over six years.

Team Leadership and Development:

- Lead and mentor a finance team of nine, including the Manager Finance, Financial Accountants, and Finance Officers.
- Promote a culture of transparency, accountability, and performance within the team.
- Support statutory and strategic streams within the finance business.

Stakeholder Engagement:

- Foster strong relationships with internal and external stakeholders, including mining companies and the community.
- Engage with the Audit and Risk (A&R) committee and Council, facilitating informed decision-making.
- Manage the interface with mining companies, ensuring compliance with ESG agreements.

Business Development:

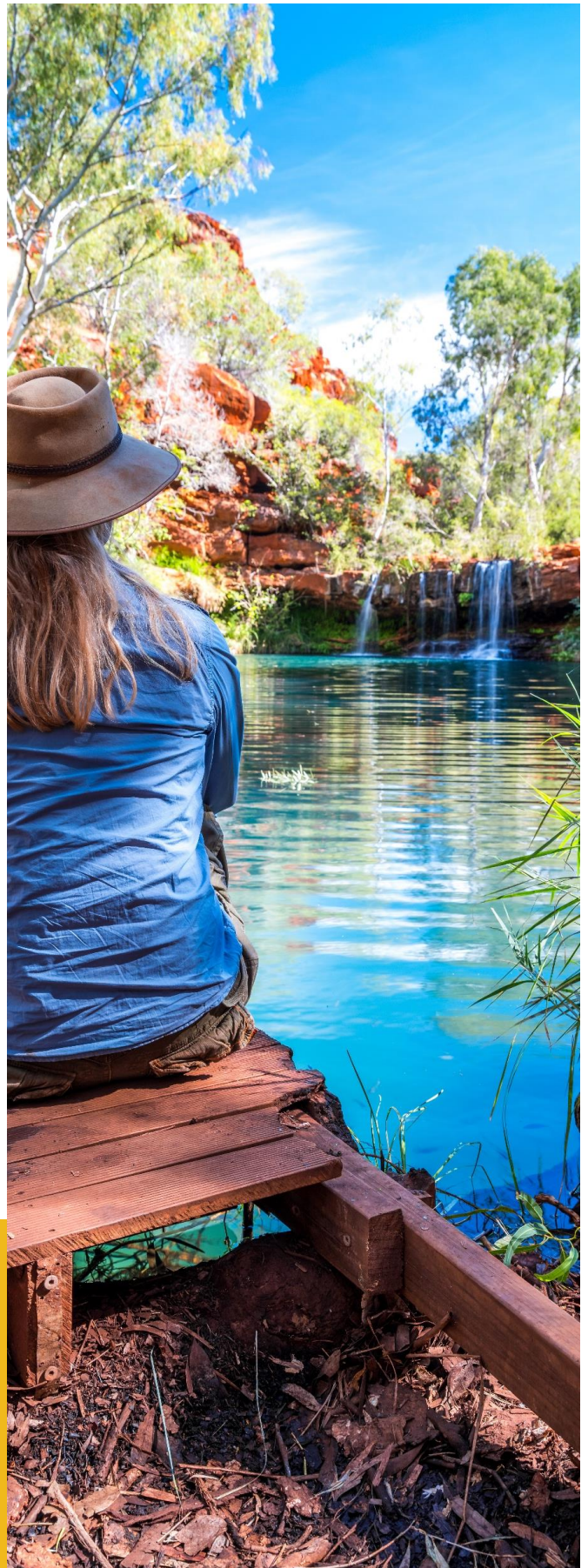
- Support the development of business cases, particularly for significant projects like the potential \$300 million C4 Waste Site.
- Collaborate on strategic initiatives, leveraging the \$600k strategic planning funding.

Risk Management and Compliance:

- Implement robust risk management practices.
- Ensure compliance with financial regulations and governance standards.
- Work with an independent probity auditor to maintain integrity in financial operations.

Personal Attributes

- **Agile and Adaptive:** Navigate a dynamic and evolving business environment effectively.
- **Transparent and Trustworthy:** Foster a culture of openness and reliability within the Council.
- **Strategic Thinker:** Develop long-term financial strategies aligned with organisational goals.
- **Strong Communicator:** Convey complex financial information clearly to diverse audiences.
- **Resilient and Flexible:** Comfortable with travel and working across various locations within the Shire.





Qualifications, Skills & Attributes

- Formal qualifications at a degree level in Business or Accounting or substantial relevant experience.
- Minimum C Class Drivers Licence.
- Commitment to Council's Vision, Values, and Code of Conduct.
- High-level leadership and management skills, with the ability to lead, motivate and supervise staff.
- Experience in managing a team to provide high-level customer service to internal and external customers.
- Demonstrated experience in developing business strategies to improve financial position and performance.
- High level of computer proficiency, including advanced Excel skills.

Highly Desirable:

- Local Government experience.
- CA or CPA qualified.
- Member of an Australian Professional Association.



Salary Package Information

The Shire of Ashburton employees enjoy an incredible lifestyle, with travel and tourist experiences right on their doorstep. The Shire of Ashburton is committed to fostering a diverse, inclusive and accessible workplace.

Employee benefits for this role include:

	Min
Annual salary (cash component)	\$160,000
Annual superannuation 11.5% (SCG)	\$18,400
Annual professional memberships max contribution	\$1,000
Annual smart phone allowable private usage max usage (no cash payable)	\$1,188
Annual Ashburton allowance	\$4,750
Annual leave travel allowance	\$2,000
Housing provision max value	\$34,000
Total annual package	\$221,338

Note: there is free Shire housing assigned to this position and the housing value as indicated above is for package illustration purposes only and therefore does not form part of the salary component.

There will however be no rental charge for the term of the lease. In addition to the above, the following also apply:

- Water allowance of up to 1,500kl free per annum
- Relocation support of up to \$15,000 in line with Council policy
- Professional development

Further Benefits of the Role

Wellbeing and Lifestyle

- The Shire of Ashburton emphasises wellbeing and flexible work practices, which can be arranged by negotiation.
- Employees can enjoy a balanced lifestyle with opportunities for travel and community engagement.
- The position will initially be located in Tom Price, with a planned transition to Onslow (coastal WA location).

Superannuation

- Along with 11.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22.5% and 25.5% after 2 years), with salary sacrifice options.

Annual Leave

- Six (6) weeks annual leave per annum with no additional leave loading applicable.

Long Service Leave

- Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

Other

- Health and Wellbeing Allowance \$300 per annum.
- Corporate uniforms are provided as per the EA. Uniforms considered PPE will be provided upon commencement and will be replaced as required.



About Council

Covering 105,647 square kilometres, the Shire of Ashburton is nearly half the size of Victoria and one of the largest local governments in the world. Located in the Pilbara region of Western Australia, it lies about 1,400 kilometres north of Perth.



The Shire is bordered by the Shire of Roebourne and Town of Port Hedland to the north, Shire of East Pilbara to the east, Shires of Meekatharra, Upper Gascoyne and Carnarvon to the south and the Shire of Exmouth and the Indian Ocean to the west.

The Shire has a population of approximately 7,832 residents, with its administrative centre in Tom Price and additional towns of Onslow, Paraburdoo and Pannawonica. It also includes Aboriginal communities like Bindi Bindi, Wakathuni, Bellary, Youngaleena and Ngurawaana.

Economically, the Shire is vital to the Pilbara and Western Australia, with a gross regional product of \$35.9 billion. Key industries include iron ore mining, oil and gas production, construction and accommodation and food services. The Shire accounts for 40% of the Pilbara's Gross Regional Product and 9.5% of WA's economy.

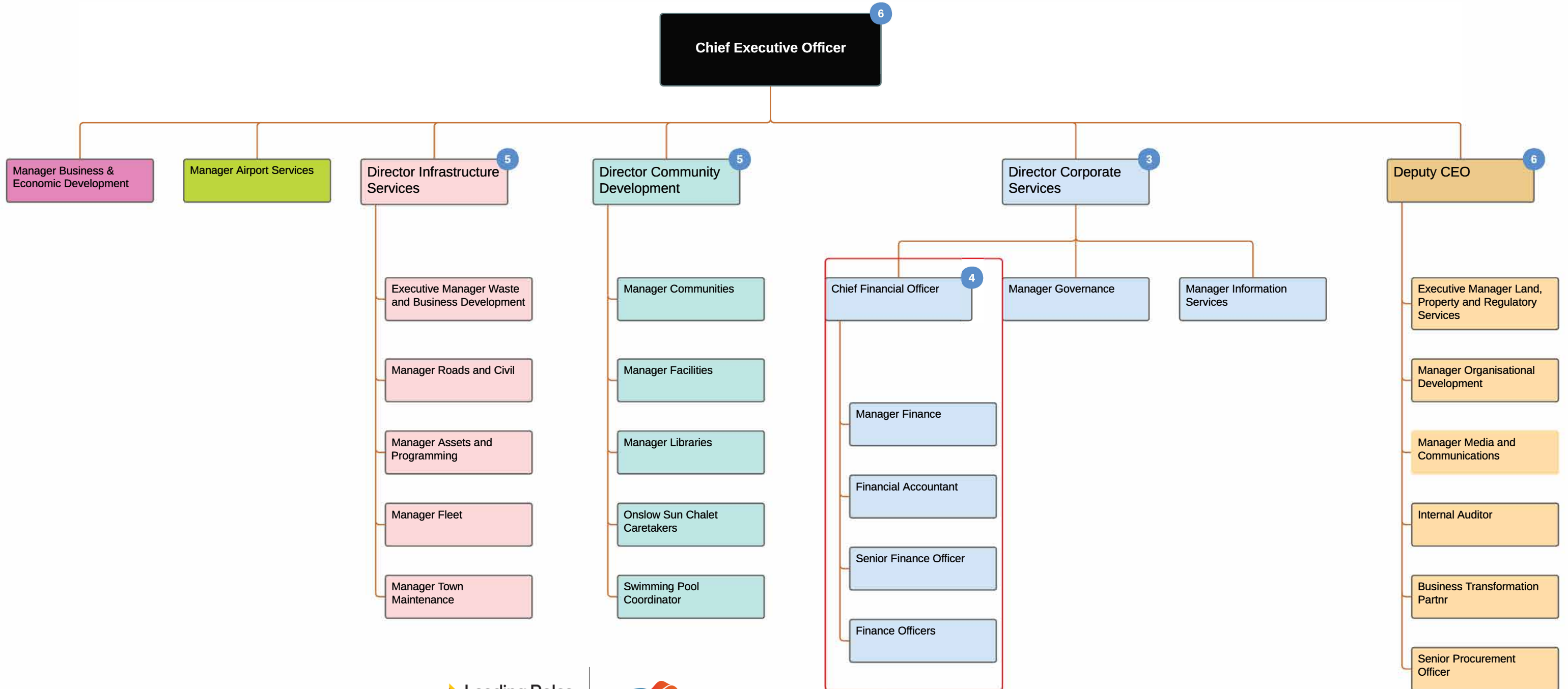
For FY 2022/23, the Shire reported a total comprehensive income of \$88.1 million and net assets of \$660.5 million. The workforce is dedicated to maintaining and improving infrastructure and services, fostering growth and development.

The Ashburton Shire Council consists of nine Elected Members, including an elected Shire President and eight members representing five wards: Ashburton-Tablelands, Onslow, Pannawonica, Paraburdoo and Tom Price.

Links to Council Information



Organisational Structure





Living in the Region



Housing

Housing in the Shire of Ashburton region offers a range of options to accommodate its diverse population. In the main towns of Tom Price, Onslow, Paraburdoo and Pannawonica, residents can find a mix of rental properties, privately owned homes and company-provided housing, particularly for those employed in the mining and resource sectors. The region also has housing programs to support Aboriginal communities and other local residents. With ongoing development projects and investments in infrastructure, the availability and quality of housing continue to improve, making the Shire an increasingly attractive place to live.



Educational Facilities

The Shire of Ashburton offers a range of educational facilities, including primary and secondary schools in Tom Price, Onslow, Paraburdoo and Pannawonica. Early childhood education is supported through kindergartens and childcare centres. While there are no universities in the Shire, North Regional TAFE provides vocational training and courses. Distance education and online learning options are also available for further education and skill development.



Healthcare

The Shire of Ashburton provides essential healthcare facilities, including hospitals in Tom Price and Onslow and health centres in Paraburdoo and Pannawonica. These facilities offer a range of services such as emergency care, general medical services and outpatient treatments. Additionally, there are community health services, visiting specialists and telehealth options available to residents. For more specialised treatments, patients may need to travel to larger regional centres or Perth. The region is also supported by the Royal Flying Doctor Service for emergency medical evacuations.

Living in the Region



Shopping & Dining

The Shire of Ashburton offers a variety of shopping and dining options to cater to the needs of its residents. In Tom Price, you'll find a selection of supermarkets, retail stores and specialty shops providing everyday essentials and unique items. Paraburdoo, Onslow and Pannawonica also have local stores and markets that add to the convenience. Dining options range from casual cafes and takeaway outlets to pubs and restaurants.



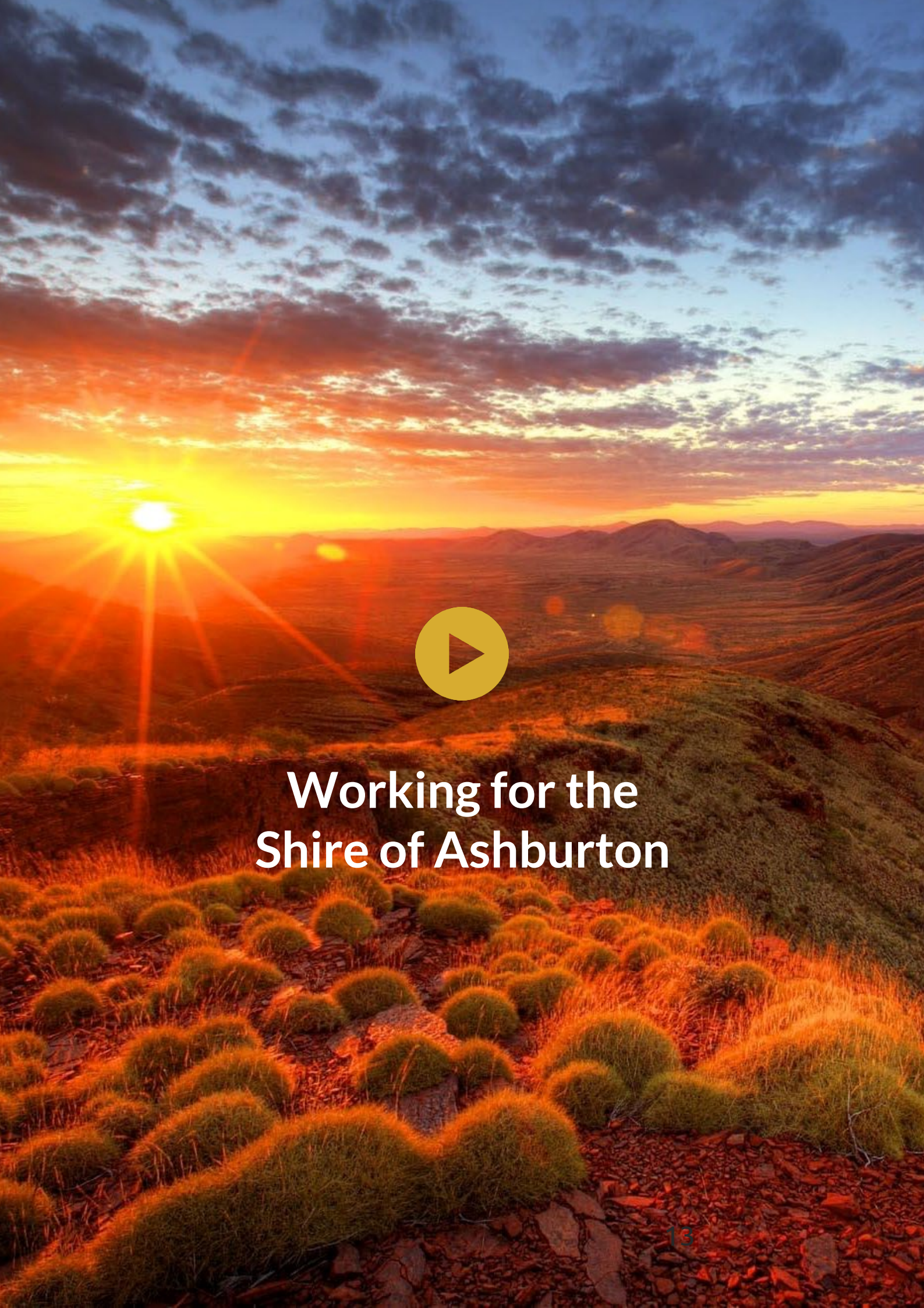
Sports & Recreation

The Shire of Ashburton boasts an array of sports and recreation facilities to suit various interests and lifestyles. Each town within the Shire, including Tom Price, Paraburdoo, Onslow and Pannawonica, offers well-maintained sports grounds, swimming pools, gyms and recreation centres. Residents can join local clubs for football, cricket, netball, rugby and other sports. For outdoor enthusiasts, the region is home to stunning natural attractions such as Karijini and Millstream Chichester National Parks, providing excellent opportunities for hiking, camping and exploring scenic landscapes. The coastal town of Onslow also offers beautiful beaches for swimming, fishing and water sports.



Getting Around

Getting around the Shire of Ashburton is facilitated by well-maintained road networks and local transport options. The main towns of Tom Price, Paraburdoo, Onslow and Pannawonica are connected by major highways, making driving the primary mode of transport. Regular flights operate between Perth and Paraburdoo, as well as Perth and Onslow, providing quick and convenient access to the region. Once within the Shire, local bus services and community transport options are available to help residents and visitors navigate the area. While public transport options are limited, the extensive road infrastructure and regional airports ensure that getting to and around the Shire of Ashburton is manageable and efficient.



Working for the Shire of Ashburton

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 criteria below



Selection Criteria

- Formal qualifications at a degree level in Business or Accounting or substantial relevant experience.
- Minimum C Class Drivers Licence.
- Commitment to Council's Vision, Values, and Code of Conduct.
- High-level leadership and management skills, with the ability to lead, motivate and supervise staff.
- Experience in managing a team to provide high-level customer service to internal and external customers.
- Demonstrated experience in developing business strategies to improve financial position and performance.
- High level of computer proficiency, including advanced Excel skills.



Applications Open

- Week Commencing
Monday 29 July 2024



Applications Close

- 5pm Wednesday 21 August 2024



Initial Assessment

- Week Commencing 19 August 2024



Council Interviews

- Week Commencing 26 August 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 applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require 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 the 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. 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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 angie.Simmonds@leadingroles.com.au



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APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description

SHIRE OF ASHBURTON

Position Description

Chief Financial Officer	
Position Number	JA.30
Directorate	Corporate Services
Department	Finance
Job Family	Manager
Reports To	Director Corporate Services
Direct Reports	Manager Finance Financial Accountants x 2 Finance Officers x 6
Location	Tom Price
Industrial Instrument	Individual Contract
Classification	N/A

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Values

Respect Openness Teamwork Leadership Excellence Health and Wellbeing

Role Objective / Purpose

To manage the financial planning and reporting function for the Shire of Ashburton (Shire) whilst effectively managing the finance function and providing strategic advice to the Chief Executive Officer (CEO), Executive Leadership team (ELT) and Council regarding the Shire's financial position and performance to enable a financially compliant and sustainable Local Government.

Key Role Outcomes

Manage the provision of effective, timely, and compliant finance services for the Shire, with particular focus on.

- Tracking, reporting, and analysing budget variances and reporting to the Council on a quarterly basis through the Finance And Costing Review (FACR) process trends and adjustments requirement in accordance with the *Local Government Act 1995*, Local Government Financial Regulations and Audit requirements of the Office of the Auditor General.
- Liaise and communicate with ELT in relation to financial matters affecting Council

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- Ensure Council's Integrated Planning Framework (IPF) requirements are met relating to annual budget and Long-Term Financial Plan (LTFP).
- Work in consultation and collaboration with all internal budget Responsible Officers (RO's) to educate and support annual budget processes.
- Provide a comprehensive financial and management accounting service to all functional areas of Council.
- Develop and implement strategies to ensure appropriate financial corporate policies, directives and procedures are maintained across the organisation.
- Manage, and oversee finance staff to ensure the effective and safe provision of departmental services and operations, including, but not limited to responsibility for recruitment and selection, induction, training, performance monitoring, delegation and project oversight, team effectiveness and organisational cultural alignment.
- Lead and manage the functions and delivery of services provided by the Finance team in line with the annual budget and operational plan.
- Monitor relevant legislation and policies to ensure Council's ongoing compliance and ensure financial audit requirements are met.
- Preparing month-end reports for management and Council as a Financial Activity Statement, including operating statements, and cash flow statements.
- Preparing and analysing budgets for adoption and amendment by Council.
- Contribute to managing financial risk and risk policies of the organisation.
- Prepare weekly Project Control Group (PCG) schedules, identifying major Capex and Opex project progression and ensuring that service providers project boards are maintained.
- Lead and Develop the Annual Financial Report in accordance with Regulations.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health, and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Proficient: Reviews, audits, and trains others in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team. At all times acts in accordance with

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	the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Highly Proficient: Management and leadership accountability. Will have scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has management responsibility. Has a high level of independence in setting and achieving outcomes.
Judgement and Decision Making	Highly Proficient: Establishes and oversees the framework (strategy, work plans, organisational priorities) for decision making and problem solving. Decisions made impact multiple areas within the business and external stakeholders. Judgement is guided by objectives and applied at strategic or departmental level.
Time Management	Highly Proficient: Develop and implement short, mid and long term outcomes for the work area(s).
Customer Service	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Highly Proficient: Manage budget for the department, including formulating budget and monitoring expenditure. Will have scope to reset priorities or resources of functional areas to achieve budget requirements.
Leadership	Highly Proficient: Focus of the role is to provide leadership and influence over a number of significant functions at a senior executive level.
Role Specific Competencies	
These are the specific competencies required of the role.	
Competency	Required Level
Problem Solving	Highly Proficient: Solve problems at a strategic or department level. Solutions developed may have wide ranging effects. Solve problems in accordance with managerial directives, policies of Council and legislative requirements.

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Policy or Legislative Interpretation	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
Supervision Skills	Highly Proficient: Control and coordinate a section, department or significant work area using leadership, evaluation and monitoring skills. Lead and motivate employees in different teams or locations.
Communications Skills	Highly Proficient: Communication skills are attuned to the underlying messages, political nuances and minor subtleties of complex communications. Presentations may be made to large public forums. Highly developed interpersonal skills, including leading and motivating.
Report Writing	Highly Proficient: Provide expert advice, decision making and oversight of reports produced in work area.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Policy and Procedure Development	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business or other stakeholders within the region.
Project Management	Highly Proficient: Technical employees manage more complex projects. Often involves oversight and management of professional/technical resources and large or complex projects. As required, report monthly to assess achievement of Councils' budgeted objectives.

Licenses, Registrations, Memberships or Qualifications Required of Role

Essential

- Formal qualifications at a degree level in Business or Accounting or substantial relevant experience working in a similar role.
- Minimum C Class Drivers Licence.
- Current National Police Clearance (dated within 6 months of commencement).

Experience, Skills, Knowledge Required of Role

- Commitment to Council's Vision, Values and Code of Conduct.
- Commitment to the role and responsibilities of a Public Officer.

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- Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- Demonstrated problem solving skills including the ability to negotiate and interact at a senior level on sensitive and complex issues.
- Demonstrated high level verbal and written communication skills, including
- interpersonal skills
- Experience in managing a team to provide high level customer service to internal and external customers.
- High level leadership and management skills, including the ability to lead, motivate and supervise staff.
- Demonstrated experience in working with senior management in developing business strategies to improve financial position and performance.
- Relevant work-related experience, including experience in the preparation, management and reporting on budgets.
- Demonstrated high level verbal and written communication skills, including interpersonal skills.
- High level computer proficiency, including advanced Excel.
- Experience having worked in a similar role with significant budgets
- Analytical, strategic, and critical thinking skills
- Agile, resilient and growth mindset
- Outcomes focused professional with excellent collaboration, influencing and stakeholder engagement skills

Highly Desirable

- Local Government experience.
- CA or CPA qualified.
- Member of Australian Professional Association.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position description may be reviewed on an annual basis, as part of the Shire's annual performance review process.