

APPLICANT PACK

Manager Financial Accounting and Assets

Torres Strait Island Regional Council



RECRUITING FOR:



CONTACT

Angie Simmons
Principal Talent Consultant
Leading Roles

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Message from the Mayor



Dear Candidate

Thank you for considering a career with the Torres Strait Island Regional Council (TSIRC). Our council is at the heart of one of the most unique and culturally rich regions in Australia, encompassing 15 remote island communities across a stunning marine expanse. Working with TSIRC offers an extraordinary opportunity to contribute to the well-being and development of our people while being immersed in the vibrant traditions of the Torres Strait.

As a council, we are committed to delivering innovative, sustainable services that support our communities and celebrate our culture. Joining our team means becoming part of a dedicated group of professionals who value collaboration, respect and leadership in everything we do.

Living and working in the Torres Strait is not just a career move - it's an adventure. From the breathtaking natural beauty of the islands to the warmth and resilience of our people, this is a place like no other. While the challenges of working in a remote region are real, so too are the rewards of making a meaningful impact in a region of such cultural and environmental significance.

Thank you again for considering this opportunity. Together, we can shape a brighter future for the Torres Strait.

Yours sincerely,

Phillemon Mosby
Mayor



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We respectfully acknowledge the Traditional Owners, the Aboriginal/ Torres Strait Islander 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

Torres Strait Island Regional Council (TSIRC) delivers essential services across its unique island-based communities. The Council operates in a dynamic local government environment, managing a significant \$2.1B portfolio of assets critical to supporting community sustainability and growth. This role offers an exciting opportunity for a finance professional to lead and influence strategic financial and asset management practices in an organisation committed to continuous improvement and community impact.

The Manager Financial Accounting and Assets will work closely with the Head of Financial Services to deliver robust financial reporting, strategic asset planning and process improvements. The role combines leadership, technical expertise and hands-on operational delivery to ensure Council's long-term financial sustainability and optimal asset management practices.

Key Responsibilities

Leadership and Team Management

- Provide strategic and operational leadership to a team of financial and asset specialists.
- Foster a collaborative and supportive team culture, setting clear objectives and driving high performance.
- Guide and develop staff, encouraging professional growth and skills development.

Financial Accounting

- Oversee the preparation of accurate and timely monthly and annual financial statements.
- Manage end-of-month and end-of-year processes, including reconciliations, accruals and audit preparation.
- Monitor compliance with accounting standards, policies and statutory requirements.
- Implement improvements in financial processes, ensuring efficiency and alignment with Council objectives.
- Oversee taxation compliance, including PAYG, GST, FBT and grant reporting.

Asset Management

- Lead the implementation of Council's Strategic Asset Management Plan, driving sustainable asset practices.
- Oversee asset accounting processes, including revaluations, acquisitions, disposals and data management.
- Improve and manage Council's asset systems (TechOne) to enhance reporting and decision-making.
- Work closely with engineering and grants teams to ensure capital budget accuracy and alignment with funding requirements.

Compliance and Reporting

- Manage internal reporting processes, ensuring accurate data for operational and capital decision-making.
- Prepare financial reports for Council, Executive Leadership and auditors.
- Work with grants teams to manage funding compliance, reporting obligations and timelines.





Key Projects

The Manager Financial Accounting and Assets will lead several significant projects.

A key priority is the Comprehensive Asset Revaluation, overseeing the revaluation of Council's \$2.1 billion asset base. This project will ensure asset data is accurate and effectively informs long-term strategies. Another focus will be TechOne Enhancements, driving improvements to the asset management system. This will involve addressing system gaps and optimising its performance for better reporting and decision-making.

The role will also take charge of Capital Budget Management, leading the development and monitoring of Council's capital budgets. This will ensure resources are efficiently allocated and aligned with organisational priorities.

Opportunities and Challenges

Opportunities

- Lead meaningful change in an organisation where process improvements deliver tangible results for communities.
- Influence the development of Council's asset and financial systems, driving innovation and efficiency.
- Gain exposure to a significant asset portfolio, offering substantial career development.
- Play a critical role in enhancing Council's financial sustainability and long-term capital planning.

Challenges

- Navigating the challenges of a geographically remote workforce spread across the Torres Strait Islands.
- Balancing operational demands with the need for strategic system and process enhancements.



The Team

The role oversees a small, dedicated team comprising:

- Financial Accountant (currently vacant)
- Assets Officer
- Administration Officer

The existing team is collaborative, supportive and committed to delivering quality outcomes. The Manager will have an opportunity to shape and strengthen this team, fostering engagement and professional growth.

The Culture

TSIRC offers a unique and rewarding work environment. The finance team is professional, collaborative and focused on breaking down departmental silos to enhance Council's operational efficiency. The culture balances a relaxed, supportive atmosphere with a commitment to delivering meaningful outcomes for communities.

Working in the Cairns office, the incumbent will benefit from flexibility, including options for work-from-home arrangements, while remaining connected to the broader organisation.



Qualifications, Skills & Attributes

- Tertiary qualifications in Accounting, Commerce or Finance (required).
- CPA or CA qualifications (desirable).
- Strong understanding of financial and asset management principles.
- Excellent communication and interpersonal skills to engage stakeholders across departments.
- High level of resilience, flexibility and the ability to work in a dynamic, evolving environment.

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

Joining Torres Strait Island Regional Council will see you welcomed into a supportive environment. You will be part of a community that values teamwork, respect, accountability, courage and resilience. In return for your hard work and dedication, the successful candidate will be rewarded with an attractive TRP negotiable based on your qualifications and experience.

Benefits of the role include:

- Base salary: \$135,000 + superannuation.
- Six weeks annual leave (with potential for leave loading).
- Flexibility to work from home as part of the Cairns-based team.
- Relocation assistance (to be confirmed).

This is a compelling opportunity for a motivated finance professional to step into a senior leadership role that combines operational and strategic responsibilities. The Manager Financial Accounting and Assets will play a pivotal role in driving financial sustainability and asset management excellence while making a meaningful impact on the Torres Strait communities.



About Council

The Torres Strait Island Regional Council is one of Australia's most geographically dispersed, delivering innovative services across a vast marine region and remote island communities.

- **15 island** communities with 4,000+ people
- **26** traditional languages and dialects
- Operate **15** water treatment plants, 12 wastewater facilities, **15** waste management centres
- Manage **13** communities as Deed of Grant in Trust (DOGIT) trustee
- Over **700+** community houses to support
- Run **15** environmental health and biosecurity programs, **13** fuel outlets
- **15** seaports, **13** helipads, **11** aerodromes
- **15** cemeteries, **2** childcare centres, **3** arts & cultural centres, **15** post outlets, **10** indigenous knowledge centres, **24** accommodation facilities, **10+** home support services
- Manage **23,000+** border movements annually

The Torres Strait Island Regional Council (TSIRC) oversees a unique and culturally significant region in Far North Queensland, spanning approximately 42,000 square kilometers of sea. It encompasses 15 island communities, including Boigu, Saibai, Mabuia, Badu, Hammond and Erub. These islands, home to over 4,000 residents, are renowned for their rich Indigenous heritage, vibrant traditions and stunning natural landscapes.

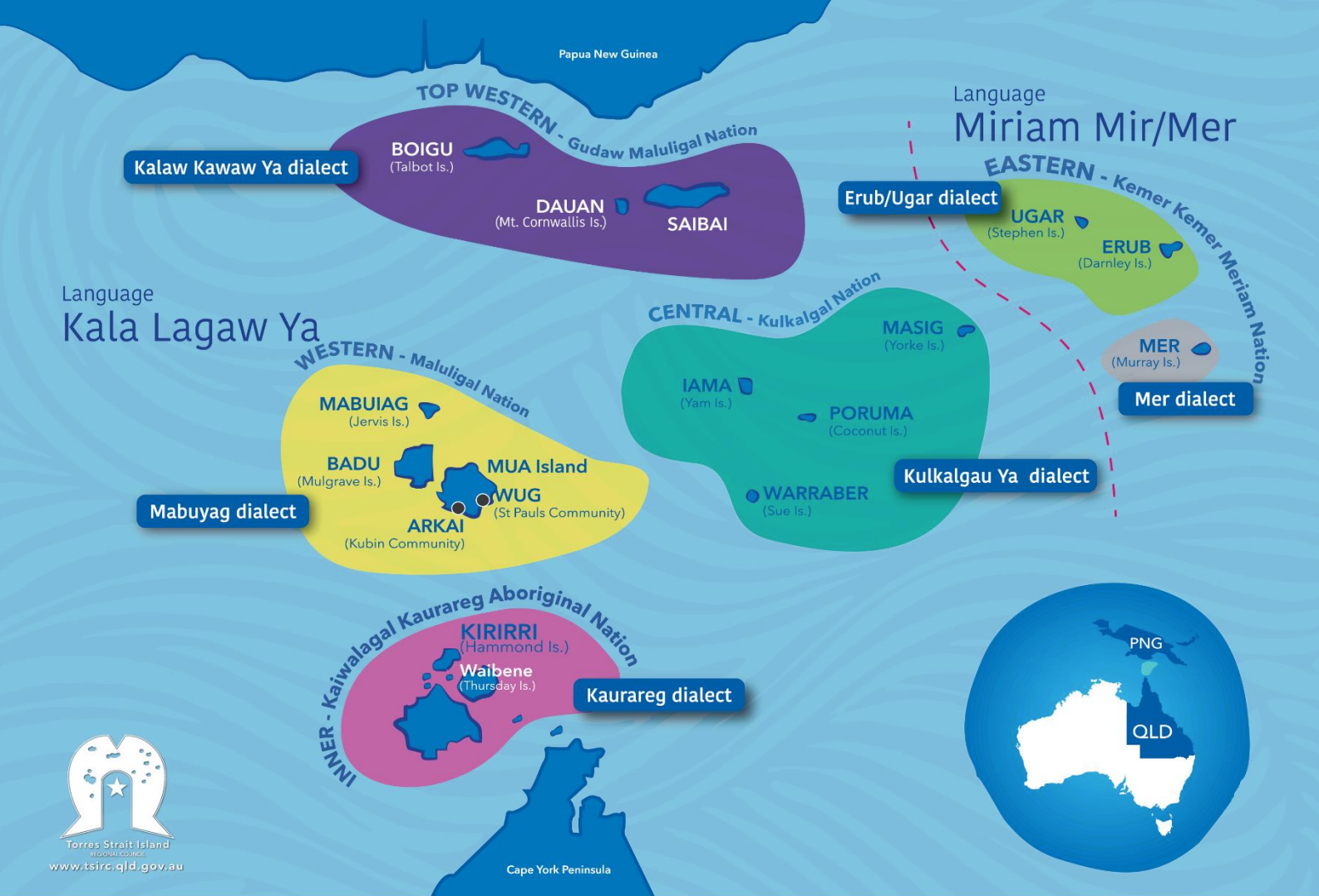
The region's economy is primarily driven by fishing, arts and crafts and tourism, reflecting the abundant natural resources and cultural wealth of the Torres Strait. The council employs 343 staff members and is committed to supporting its communities with innovative, sustainable and customer-focused services.

The TSIRC is led by a Mayor and 15 councillors, each representing one of the island divisions. The council's total income for 2023/2024 is \$100.54 million, with expenditure of \$146.78 million, assets of \$1.17 billion, liabilities of \$38.06 million and community equity of \$1.13 billion.

TSIRC strives to enhance the well-being of its communities through teamwork, leadership and respect while preserving the region's cultural heritage and natural beauty. Its values are rooted in open communication, collaboration and innovation, reflecting its commitment to a vibrant future for the Torres Strait Islands.

Links to Council Information





Council Mission, Vision & Values

Vision

For our communities and council to be autonomous, prosperous and sustainable.

Mission

To improve our communities' liveability in all we do.

- 

ONE
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We are one team who achieves together.
- 

RESPECT
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We have respect for each other and the communities we serve.
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ACCOUNTABILITY
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We are accountable and responsive to our communities.
- 

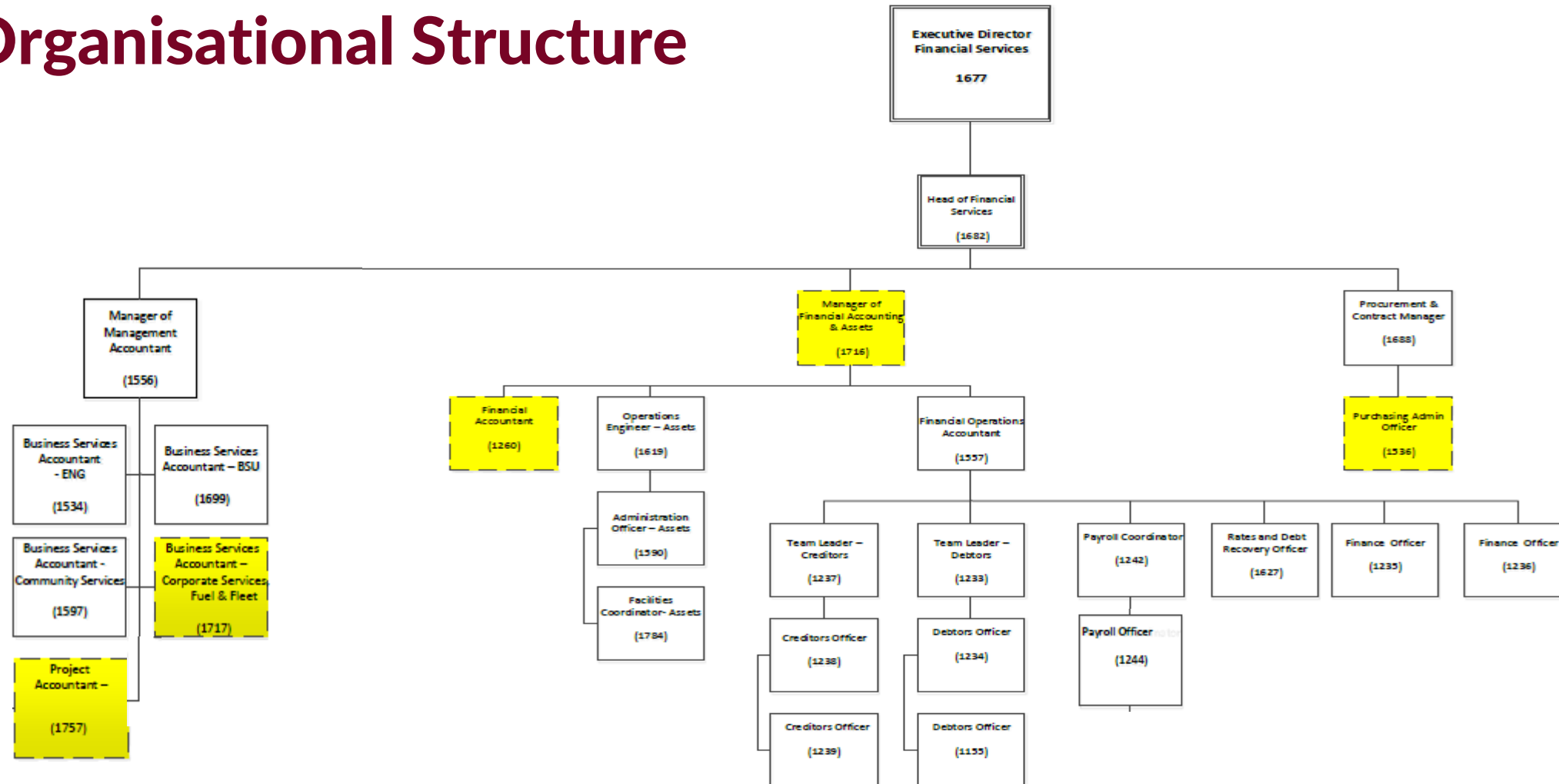
COURAGE
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We are courageous leaders who think innovatively.
- 

RESILIENCE
Youmpla buildi strong region blo youmpla ene meke something were ya e las long time.
We are builders of a sustainable and resilient region.



Financial Services

Organisational Structure





Living in the Region



Housing

Housing in the Torres Strait region is primarily managed through community and government initiatives to support the needs of its remote island communities. Accommodation options range from traditional island-style homes to modern housing, with a focus on sustainability and resilience to the region's tropical climate. Due to the unique geography and limited land availability, housing developments are planned carefully to balance community growth with environmental preservation. Access to housing may require coordination with local councils and housing providers, reflecting the collaborative approach to supporting the region's residents.



Educational Facilities

Primary and secondary schools are located across several islands, providing locally accessible education tailored to the cultural and environmental context of the region. For further studies, the region benefits from partnerships with TAFE Queensland and other institutions, offering vocational training and distance education options. While there are no universities within the Torres Strait, online learning and programs delivered from mainland campuses ensure residents have access to higher education opportunities.



Healthcare

The Thursday Island Hospital serves as the region's primary healthcare hub, offering a range of inpatient and outpatient services. Additionally, health centres and clinics are located across the islands, providing essential medical care, including general practice, maternal health and chronic disease management. Outreach services and telehealth programs play a vital role in connecting residents to specialised care and ensuring continuity of services. Collaborative efforts between local councils, Queensland Health and Indigenous health organisations ensure the health needs of the region are met.



Living in the Region



Shopping & Dining

Shopping and dining in the Torres Strait reflect the region's unique character and remote island setting. Small community stores on the islands provide essential groceries, household goods and fresh produce, often sourced locally or delivered from the mainland. Thursday Island serves as the central hub for shopping, offering a wider range of retail outlets, including supermarkets, specialty shops and markets showcasing local crafts. Dining options range from casual eateries and takeaway spots to restaurants serving fresh seafood and dishes inspired by Torres Strait Islander culture. While choices may be limited compared to urban areas, the region offers a distinct and authentic experience.



Sports & Recreation

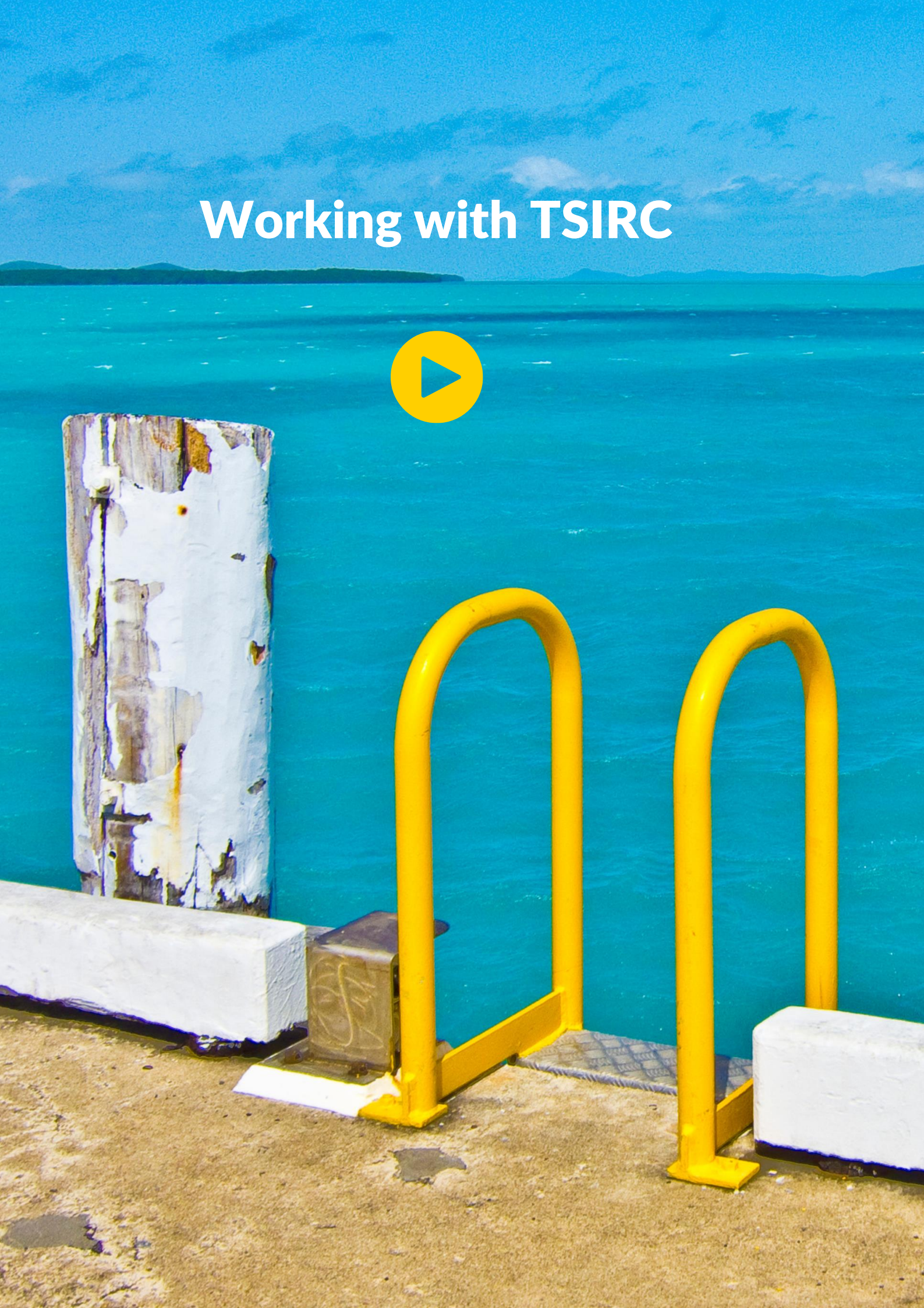
Most islands have facilities such as sports ovals, basketball courts and community halls that host a variety of activities, including rugby league, basketball, netball and traditional Indigenous games. Thursday Island serves as a hub for organised sporting events and competitions, attracting participants from across the region. The surrounding ocean and natural environment also offer unparalleled opportunities for recreational pursuits such as fishing, boating, snorkelling and diving, making sport and recreation an integral part of life in the Torres Strait.



Getting Around

Getting around the Torres Strait region involves a mix of air, sea and road transport, reflecting the unique geography of the island communities. Regular flights operate from Cairns to Horn Island, the main air gateway to the region, with ferry services connecting Horn Island to Thursday Island. Within the Torres Strait, smaller charter flights and passenger ferries provide essential links between the islands. On the islands themselves, travel is typically by foot, bicycle, or vehicle, with some communities offering limited public transport. The reliance on marine and air transport underscores the importance of planning for travel within this remote and picturesque region.

Working with TSIRC



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 Qualifications, Skills and Attributes



Evaluation Process

Leading Roles and Torres Strait Island Regional 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, and Torres Strait Island Regional 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.



Indicative Timeframes



Applications Open

- Thursday 2 January 2025



Applications Close

- 5:00 pm Thursday 30 January 2025



Initial Assessment

- Week Commencing 3 February 2025



Council Interviews

- Week Commencing 10 February 2025

*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 for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with 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 Interviews: 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 and 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

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Client Rating



Candidate Rating





ATTACHMENT

Position Description





TORRES STRAIT ISLANDS REGIONAL COUNCIL

POSITION DESCRIPTION

Title:	Manager of Financial Accounting and Assets
Instrument:	<i>Torres Strait Island Regional Council Certified Agreement 2015-2017</i>
Stream:	General Stream, Administrative, Technical, Community Service, Supervisory and Managerial (other than Indigenous Councils) Group (Level 7, Wage Level 20)
Status:	Fixed Term, Full Time
Department:	Business Services
Reports to:	Head of Financial Services
Direct Reports:	<ul style="list-style-type: none">▪ Financial Operations Accountant▪ Financial Accountant▪ Operations Engineer – Assets▪ Assets Administration Officer
Location:	Any TSIRC Division or Office (currently based in Cairns)

WHAT YOU NEED TO KNOW ABOUT APPLYING FOR THIS POSITION

Applications close at 5.00pm on Friday 19 February 2021

To apply for this role, please apply directly to: <http://www.tsirc.qld.gov.au/> and click “Work for Us” and then “Vacancies”. Click on the interested position and follow the prompts.

Please submit:

- A covering letter of no more than two (2) pages and your resume.
- Identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position and attach an updated resume.

Date created: 31/07/2020
Created by: CFO

Last Review Date: 20/01/2020
Review Officer: Head of Financial Services

KEY RESPONSIBILITIES

- Support the Head of Financial Services with the responsibility of preparing Torres Strait Islands Regional Council financial statements and end of month processes.
- Support the Head of Financial Services by undertaking a range of accounting tasks including: implementing improvements to financial management, policies, practices and financial systems.
- Provide Strategic Asset Management guidance to Council through strategy development, implementation plans and advice.
- Oversee and manage the strategic application and direction of council's asset accounting processes and systems, including asset register, valuation, audit requirements and property management and capital budgeting.
- Lead and manage a small team and provide advice on financial and asset accounting activities whilst coordinating the team's work priorities to maximise service delivery.

KEY TASKS

Financial Accounting

- Identify, develop, and implement improvements in business processes for financial reporting.
- Recommend and implement improvements in business processes for finance function.
- Interpret and apply accounting standards and legislative requirements for accounting and reporting in the Local Government environment.
- development and maintenance of policies and procedures that reflect current best practice for Financial Accounting, Payroll, Creditors, Revenue, Cash, Taxation and Asset functions and processes.
- Assist the finance team and other areas in Council with monitoring the internal controls to ensure compliance with approved policies and procedures, and statutory obligations.
- Preparation of monthly and annual accruals with supporting work papers.
- Review and approve monthly balance sheet and control account reconciliations to ensure accuracy of balances.
- Review, approve, prepare and lodge where applicable, the fortnightly PAYG, monthly GST, TPAR, and annual FBT for all of Council's activities.
- Ensure the management of Council's Rating database and billing cycle in line with the adopted Revenue Policy.
- Ensure appropriate management of the Debt Recovery process in collaboration with the Rates and Debt Recovery Officer and Council's Legal Department.
- Ensure all financial transactions are processed efficiently and financial records maintained in accordance with Council policies and procedures.
- Assist with the preparation of the statutory financial statements within required timeframes including: preparation of work papers, notes to accounts, reconciliation of ledger accounts, and attending to audit queries.
- Ensure financial records are maintained in accordance with Council policies and procedures.

Asset Management

2 | Torres Strait Island Regional Council Position Description – Manager Financial Accounting & Assets

- Identify, develop, and implement improvements in financial asset management processes and systems
- Manage Council's assets in accordance with the Strategic Asset Management Policy through guidance, and mentoring, of Asset Class Managers, Council, Executive, and staff.
- Manage the long-term strategic direction of Council's assets through, understanding their needs for sustainability, and developing processes and procedures to support the outcome.
- Oversee the financial and asset management systems accounting processes ensuring accounting and asset management accounting processes are in compliance with the relevant standards.
- Coordinate Council's asset revaluation program including re-assessments of useful lives and accuracy of outcomes of comprehensive and index-based revaluations.
- Ensure all corporate information is captured within Council's business systems (Tech One and ECM) adhering to recordkeeping policies and procedures.
- Management, improvement and formalisation of capital budget process to improve engagement and ensure accountability of responsible persons
- Improvement to capital reporting for better understandability of current performance and better decision making
- Building better working relationships with stakeholders for overall improvement of financial asset management, including budgeting.

Leadership

- Set clear and measurable objectives for your team to ensure quality outcomes and customer service for Council.
- Manage the team through ongoing performance review, action plans, motivation, and professional development.

General

- Participate in ad-hoc financial analyses and special projects and perform any other duties as required.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

PREFERRED SKILLS / QUALIFICATIONS

- Possession of Bachelor level qualifications in Business or Commerce (Accounting).
- Certified Practising Accountant (Australian Society of Certified Practising Accountants) or Chartered Accountant (Institute of Chartered Accountants in Australia).
- Minimum of three (3) years experience in a management or senior practice role.
- Previous experience or knowledge of local government administration is desirable but not essential.

OTHER CONDITIONS / REQUIREMENTS

Occasional travel to the Torres Strait Islands is a requirement of this position.

The preferred applicant may be required to apply for a National Police Certificate before appointment.

TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.

The employee shall comply with relevant WHS legislation, Codes of Practice and Council's Workplace Health and Safety Management System. Specifically, the employee shall be aware of, and comply with, WHS Responsibility Statement relevant to the position.

Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.

The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:

- a. workplace health and safety
- b. anti-discrimination
- c. equal employment opportunity
- d. confidentiality
- e. local government principles
- f. Ailan Kastom
- g. The Council visions and values listed on the next page

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
	<p>RESPECT</p> <p>We have respect for each other and the communities we serve</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
	<p>COURAGE</p> <p>We are courageous leaders, who think innovatively</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
	<p>ACCOUNTABILITY</p> <p>We are accountable and responsive to our communities</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
	<p>RESILIENCE</p> <p>We are builders of a sustainable and resilient region</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.
	<p>ONE</p> <p>We are one team who achieves who achieves together</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other.. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values.vv



Leading Roles

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