

APPLICANT PACK

Manager Financial Accounting and Assets

Torres Strait Island Regional Council



**Leading
Roles**

People ▶ Performance ▶ Partners

RECRUITING FOR:



Torres Strait Island
REGIONAL COUNCIL

CONTACT

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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 \$2.3b 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 \$2.3 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)
- Operations Engineer - Assets
- Financial Operations Accountant

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 and works collaboratively across the whole of council to enhance 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 & Selection Criteria

- Proven ability to lead, motivate and develop teams while fostering a collaborative, results-driven work environment.
- Extensive experience in financial operations, including budgets, reporting and asset management functions such as revaluations and capital budgeting.
- Demonstrated ability to drive process improvements, implement solutions and deliver measurable results through strategic thinking.
- Excellent communication and interpersonal skills with the ability to influence and engage stakeholders across all levels.
- Tertiary qualifications in Accounting, Finance, or a related field, with strong knowledge of financial reporting, asset management and relevant accounting standards.
- CPA or CA qualifications or near completion (essential).
- 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 total remuneration package negotiable based on your qualifications and experience.

The role offers a competitive remuneration package, including:

- Base salary: \$135,000 + superannuation.
- Six weeks annual leave.
- Relocation assistance – \$5k.
- Cairns based (work from home flexibility can be negotiated)
 - occasional travel to the divisions will be required
 - travel allowance applicable when travelling for work purposes

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 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 communities across 14 islands, including Arkai, Badu, Boigu, Dauan, Erub, Iama, Kirriri, Mabuyag, Masig, Mer, Poruma, Saibai, Ugar, Warraber and Wug. 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 350+ staff members and is committed to supporting its communities with innovative, sustainable and customer-focused services.

TSIRC is led by a Mayor and 15 councillors, each representing a division. 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.
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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.
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COURAGE

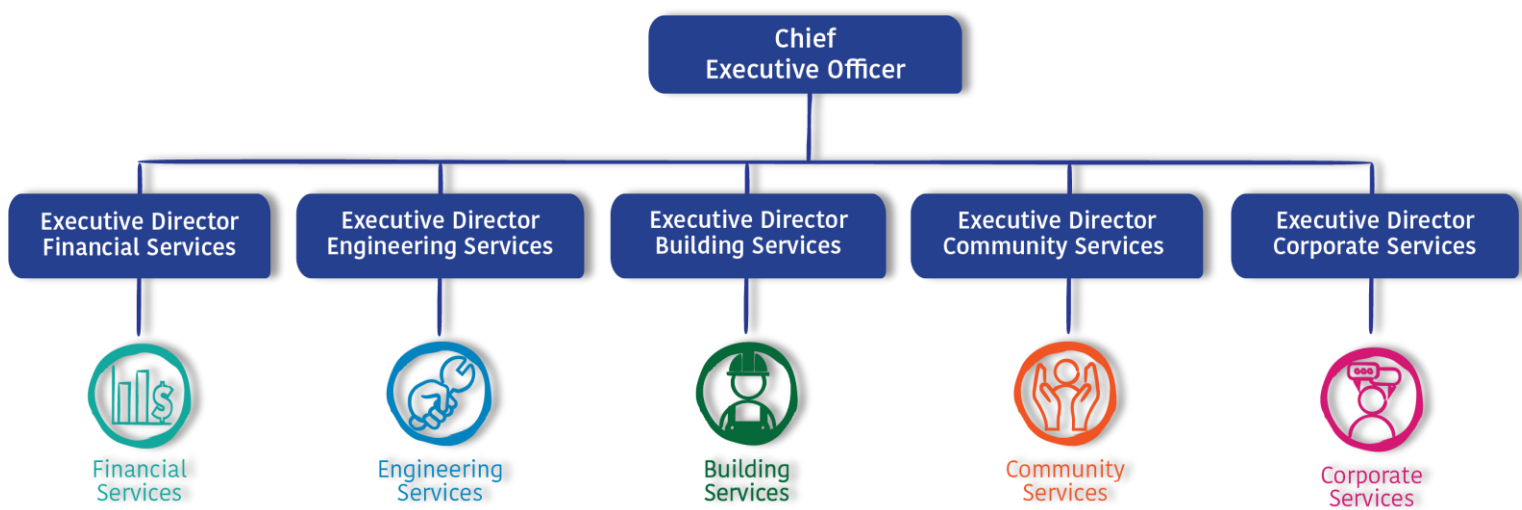
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We are courageous leaders who think innovatively.
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RESILIENCE

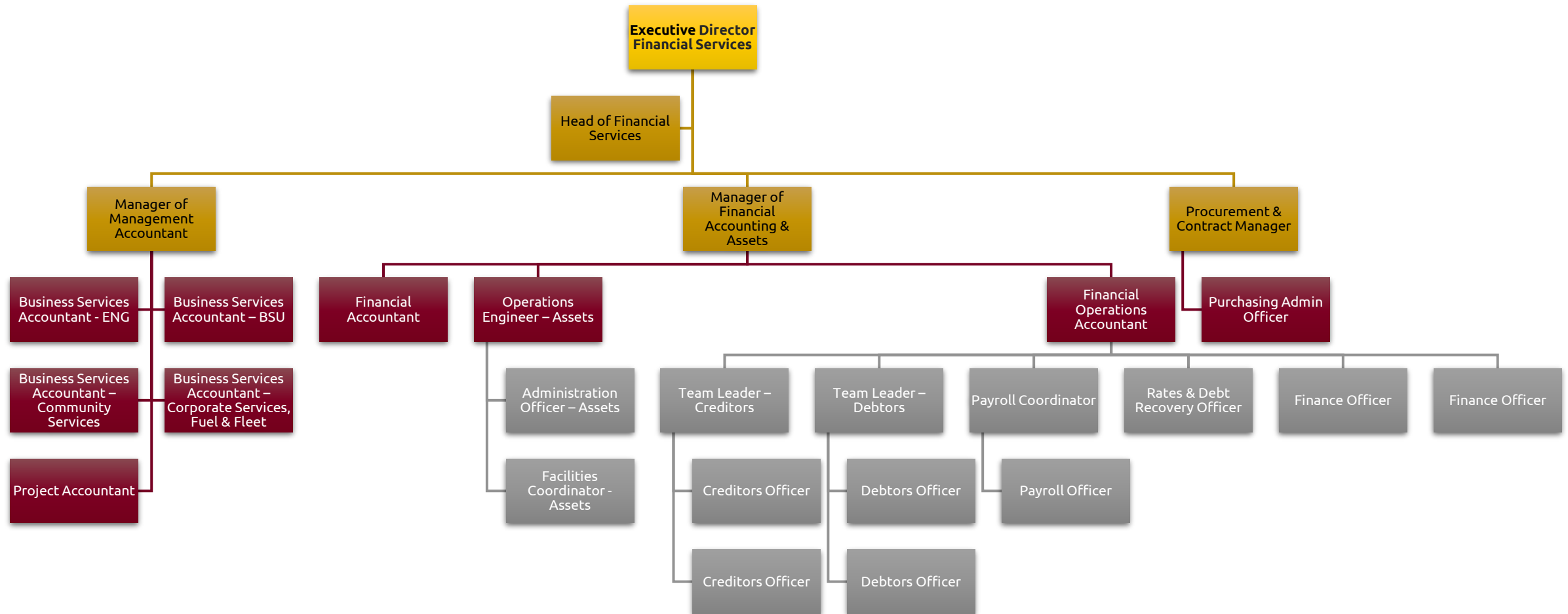
Youmpla buildi strong region blo youmpla ene meke something were ya e las long time.
We are builders of a sustainable and resilient region.



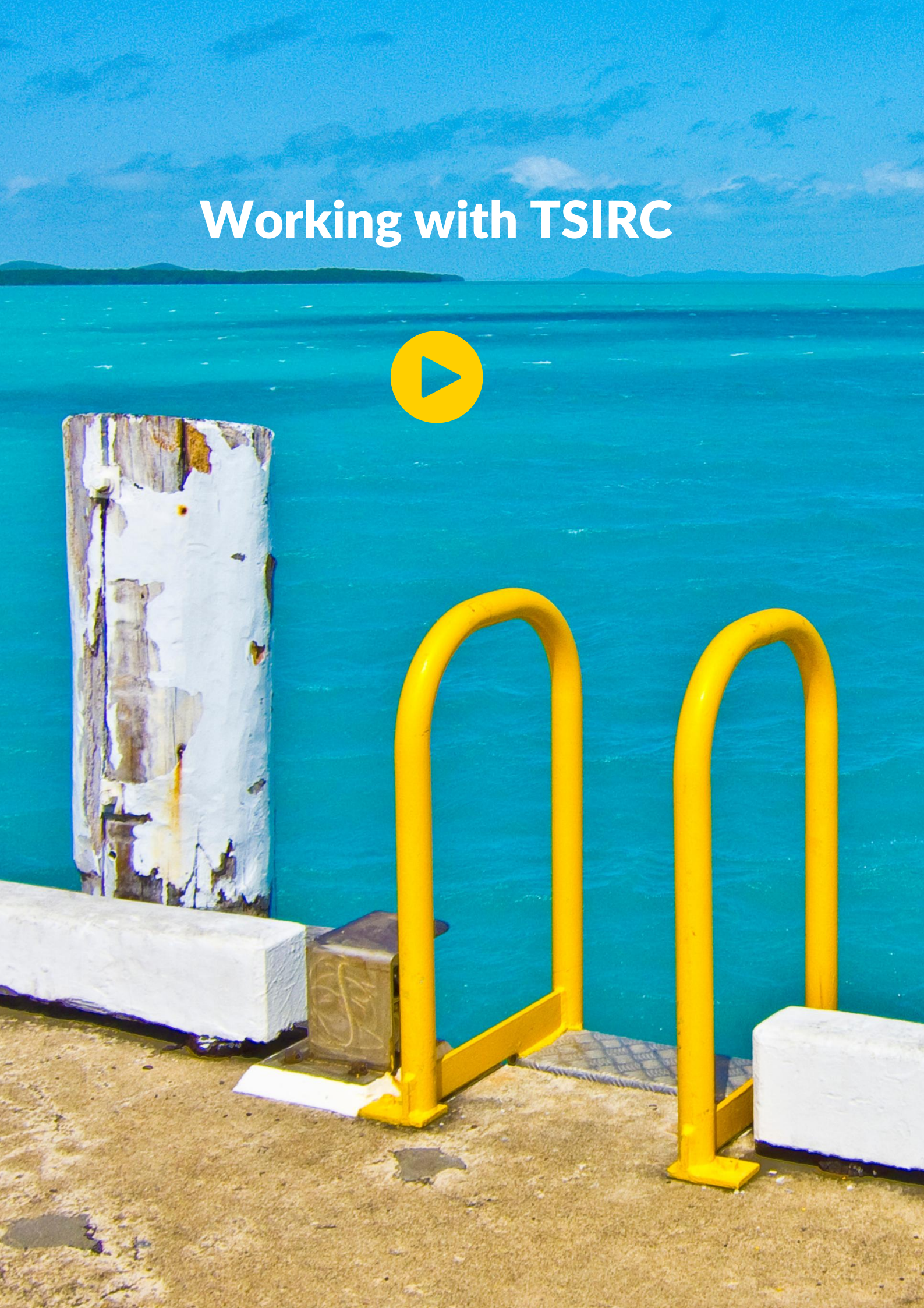
Organisational Structure



Financial Services Department Structure



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 6 February 2025



Initial Assessment

- Week Commencing 10 February 2025



Council Interviews

- Week Commencing 17 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 ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Manager Financial Accounting and Assets
Position Classification:	Senior Officer
Instrument:	Contract
QLD Local Government Industry Award Stream:	Not Applicable
Directorate:	Financial Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

The Manager Financial Accounting and Assets is responsible for managing advanced financial operations within the Finance Directorate, contributing to high-level strategic planning, financial analysis, and decision-making processes. This role includes significant oversight of financial reporting, asset management, and compliance to drive the Council's financial and operational objectives.

KEY RESPONSIBILITIES

Strategic Financial Management

- Lead the preparation, analysis, and presentation of complex financial statements and reports.
- Develop and implement financial policies, systems, and processes that align with the Council's strategic goals.
- Provide expert financial advice to senior management, contributing to the development of long-term financial strategies.
- Manage budget formulation, ensuring alignment with the Council's operational and strategic priorities.
- Ensure the management of Council's Rating database and billing cycle aligns with Council's Revenue Policy.

Advanced Asset Management

- Oversee the strategic direction of the Council's asset management framework, including the coordination of asset revaluations and compliance with relevant standards.
- Lead the development of asset management strategies to ensure long-term sustainability and effective use of Council resources.
- Provide high-level guidance and mentorship to asset management teams, ensuring best practices are followed.

Leadership and Operational Oversight

- Exercise managerial responsibility for the finance team, setting outcomes, and monitoring performance to ensure the delivery of high-quality financial services.
- Develop and manage significant projects and initiatives within the finance function, ensuring

their alignment with the Council's broader objectives.

- Foster a collaborative and high-performance culture within the team, promoting continuous improvement and professional development.

Regulatory Compliance and Reporting

- Ensure all financial activities comply with statutory obligations, including tax and audit requirements.
- Lead the preparation of complex financial reports, including those related to PAYG, GST, TPAR, and FBT, ensuring accuracy and timeliness.
- Act as a key liaison with external auditors, ensuring the Council's financial integrity and compliance.

Policy Development and Implementation

- Contribute to the development and review of financial policies and procedures, ensuring they meet the evolving needs of the Council and its communities.
- Ensure appropriate management of the Debt Recovery process in collaboration with Council's Rates and Debt Recovery, and Legal staff.
- Provide consultancy services and expert advice on financial matters, supporting other Council departments in achieving their financial objectives.

General Duties

- Undertake special projects and financial analyses as required by senior management.
- Ensure continuous professional development and stay updated on the latest financial management practices and regulatory changes.

CAPABILITIES, SKILLS & EXPERIENCE

1. Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
2. Bachelor's degree in Accounting, Finance, or a related discipline; a Master's degree is highly desirable.
3. CPA or CA qualification is essential.
4. Extensive experience in senior financial management roles, preferably within local government or the public sector.
5. Strong expertise in strategic financial planning, budgeting, and asset management.
6. Demonstrated ability to manage complex financial operations and provide strategic advice at a senior level.
7. Proven experience in leading and mentoring finance teams, with a strong focus on performance management.
8. High-level understanding of financial regulations and compliance in the public sector.
9. Excellent communication, negotiation, and interpersonal skills.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel to Cairns and throughout 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 Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision 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>ONE We are one team 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. • We create positive unity within our organisation, our communities and our region. 	
 <p>RESPECT 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>ACCOUNTABILITY 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, doing more with less. • 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>COURAGE 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>RESILIENCE 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. 	



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