



POSITION DESCRIPTION FORM

File No: PDF-0016401

POSITION IDENTIFICATION

Title:	Manager Financial Services	Level:	Level 10
Service Unit:	Financial Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Corporate & Governance	Date Effective:	17 January 2018
Reporting to:	Director Corporate & Governance	Date Last Reviewed:	31 March 2026

PURPOSE OF POSITION

- Under the direction of the Director Corporate & Governance provide effective leadership of the Financial Services department to deliver high standard financial management services to the organisation.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Financial Reporting

- Oversee the preparation of monthly and annual financial reports for the organisation.
- Prepare the Annual Financial Report and related reports for submission to the auditor.
- Maintain accurate accounting records and produce reports in conformity with Australian Accounting Standards, the Local Government Act, Financial Management Regulations and other statutory and organisational requirements.
- Manage the organisation's accounting and financial related functions to ensure accurate financial reporting and compliance with Australian Accounting Standards.
- Prepare timely and accurate financial and management reports as required.
- Provide professional and technical advice on financial management and reporting matters.

LTFP and Budgets

- Ensure the provision of high quality and comprehensive budgeting, financial planning and management reporting.
- Prepare long term financial plans and associated strategies to support the sustainability of the organisation.
- Responsible for the preparation of the Annual Budget, Mid Year Budget Review, Strategic Financial Plan and Corporate Business Plan.
- Monitor actual performance against budget, analyse variances and identify trends.
- Maintain Council's Chart of Accounts in accordance with the adopted budget, in conjunction with the Director Corporate & Governance.

Treasury, Investments and Liquidity Management

- Manage the organisation's investment portfolio, including the investment of surplus funds, ensuring security and optimal return, in consultation with the Director Corporate & Governance (or CEO where required).
- Arrange approved corporate borrowings and maintain accurate liability records.
- Manage corporate liquidity to ensure sufficient funds are available to meet payment obligations.

Financial Operations and Systems

- Maintain the financial system and records and ensure their integrity.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Manage the organisation's accounts payable functions and associated services.
- Manage the organisation's payroll functions and associated services.
- Manage the organisation's rating and receivables functions and associated services.

Taxation, Compliance and Internal Controls

- Ensure accurate and timely preparation of taxation returns as applicable.
- Ensure compliance with applicable legislation, regulations and taxation law.
- Establish, maintain and monitor effective internal controls to safeguard financial integrity.

Governance, Advice and Accountability

- Provide accurate, concise and timely advice on all matters for which the department is responsible.
- Monitor and report on the performance of the department.
- Undertake other duties consistent with the level of the position as determined by the Director Corporate & Governance.

Leadership and People Management

- Provide effective leadership to department employees.
- Develop the capability and competency of individual employees and the department to align with organisational and business requirements.
- Manage under performance in accordance with organisational policies and procedures.

Other

- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor/manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for:	Managing the Financial Services department including responsibility for all financial services staff.
Internal Relationships:	All Shire of Dardanup employees and Elected Members.
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location:	Eaton Administration Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Director Corporate & Governance within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Trust, Respect, Accountability, Customer/Community, Excellence, Support" within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<p>T_{RUST}</p>  <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p>	<p>R_{ESPECT}</p> <p>"We are committed to recognising and acknowledging each person's unique contribution."</p> 	<p>A_{CCOUNTABILITY}</p>  <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p>	<p>C_{USTOMERS & COMMUNITY}</p> <p>"We are committed to providing a positive experience for our customers and our community."</p> 	<p>E_{XCELLENCE}</p>  <p>"We are committed to being the best we can be within the organisation."</p>	<p>S_{UPPORT}</p> <p>"We are committed to being a true team."</p> 
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SELECTION CRITERIA

1. Hold a degree in Business or Commerce.
2. At least 5 years in a senior financial management position.
3. Extensive knowledge of computerised accounting systems.
4. Advanced skills in budgeting and long term financial planning.
5. Advanced financial reporting experience.
6. Extensive leadership / supervisory experience relating to financial management.
7. Extensive management experience of finance department functions (eg: Payroll, Accounts Payable, Accounts Receivables etc).
8. Extensive experience in developing and maintain internal controls.

Essential:

Desirable:

1. Detailed knowledge of the legislative framework governing the operations of Local Government.
2. Relevant Local Government or State Government experience.