

## Manager Finance

### Position Details

<b>Location</b>	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
<b>Status</b>	Full Time, Non-Award Position (Above Award)
<b>Industrial Instruments</b>	Industrial Relations Act 2016
<b>Classification</b>	Management level, based on experience and assessed qualifications
<b>Reports to</b>	Director Corporate and Financial Services
<b>Direct Reports</b>	Management Accountant Accountant Finance Officer Rates Officer

### About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

### Our Values

 <b>HONESTY</b> WE ALWAYS TELL THE TRUTH	 <b>EMPATHY</b> WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 <b>ACCOUNTABILITY</b> WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 <b>RESPECT</b> WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 <b>TRUST</b> WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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## Key Responsibilities

### General Responsibilities:

- Lead the preparation of the annual budget and ongoing financial management and reporting processes. This includes the preparation of monthly Council financial reporting and ongoing monitoring of financial performance against budget to ensure ongoing financial sustainability.
- Oversee the preparation of all financial reporting within statutory timeframes, including annual financial statements, grant acquittals, and local government grants commission return, ensuring compliance with relevant legislation and accounting standards.
- Act as custodian of all day-to-day financial operations, including rates, accounts payable, accounts receivable, and treasury services, maintaining a mantra of efficiency and accuracy.
- Ensure Barcaldine Regional Council's financial sustainability through effective budgeting and reporting, cash flow management, and the implementation of appropriate investment strategies.
- Ensure timely completion of tax returns and other statutory compliance obligations.

### Accountability:

- Optimise and monitor appropriate financial systems, policies, procedures, and internal controls to support the efficient and effective operation of financial activities, supporting continuous improvement, good governance, maintaining compliance, and minimising risk.
- Ensure finance leads the management of all external funding and financial arrangements. This includes grants, emergent, and recoverable works.
- Instil a culture of development, monitoring, and continuous improvement of processes to ensure cash flow, periodic reporting, and acquittals are facilitated within set timeframes.

### Leadership:

- Contribute to the development of business plans, cost benefit analyses, scenario analyses, and benchmarking to support informed financial decision making.
- Support Council leaders to enhance financial literacy, including guidance with understanding and preparing budgets and forecasting to support operations and projects from business case to completion.
- Build and maintain strong, collaborative relationships with internal and external stakeholders to enhance communication, information sharing, and issue resolution.
- Be a key facilitator in the implementation of systems, policies, and processes for the finance function, to improve financial monitoring, accountability, and growth across Council.

## Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

## Physical Demands and Work Environment

- This role is primarily sedentary with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

## Essential Criteria

### Education:

- Tertiary qualification in Commerce, Business, or Accounting, or extensive experience leading financial functions in a mid-to-large organisation.

### Licensing:

- Current Queensland class 'C' Driver Licence.
- Current membership and qualification of CPA Australia or CA is desirable.

### Experience and Knowledge:

- Proven ability to manage annual audits and prepare statutory financial statement, including responding to external auditor inquiries.
- Demonstrated experience guiding thorough budgeting processes with sound financial advice to support organisational goals.
- Strong financial acumen and strategic thinking, with the ability to challenge assumptions effectively.
- Analytical and problem-solving skills, including the ability to synthesize data from multiple sources for informed decision making.
- Proficiency in presenting financial data to diverse audiences in a clear, non-technical manner.
- Experience leading teams through organisational change, modernising processes, and maintaining team engagement while achieving targets.
- Experience delivering projects from business case development to project close-out, including documentation and reporting.
- Strong communication and stakeholder engagement skills, with experience liaising between functional and strategic levels.
- Local Government finance leadership experience (desirable but not mandatory)

## Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Approving Manager:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	