



MANAGER OF FINANCE & ADMINISTRATION

VRN 31 / 19

About Richmond Shire:

The position is based at Richmond, situated 500km west of Townsville on the Flinders Highway in North West Queensland. The Shire of Richmond is approximately 26,000 square kilometres. Richmond is a hive of activity during tourist season (April to October), and there are regular community events, rodeos and races, providing year round fun and entertainment. A large recreational lake is used for water sports, while the numerous park areas provide cool grassy spots to rest awhile. The surrounding region has all the beauty and dramatic landscapes of the outback.

The Position:

Richmond Shire Council is seeking the services of manager to provide the CEO, Council and Senior Staff with professional advice to sure Council complies with all legislative requirements. This will include having full responsibility on all business and financial operating structures, funding models, development and strategic financial planning and savings initiatives, budget preparation and reviews and monthly and annual financial reporting.

The Manager of Finance and Administration will also be responsible for the management of corporate governance, administrative and financial staffing, accounts management to ensure long-term viability and the coordination of HR and Payroll issues.

The successful candidate will possess the following knowledge and skills: -

Essential

- Recognised qualifications in accounting or commerce
- Ability to manage the day-to-day administrative operations of Council

Desirable

- Knowledge of IT administration systems
- Knowledge of HR administration
- Previous experience in Local Government

Council will offer a base wage in accordance with the Queensland Local Government Industry Award – State 2017 and an over award payment based on qualifications and experience. After the successful completion of the probationary period (3 months), Council's 6% performance bonus will also apply. This is in accordance with the *Richmond Shire Council – Certified Agreement 2018*.

Further Information:

The specific application documentation and Position Description for this vacancy can be found on Council's employment webpage at www.richmond.qld.gov.au.

For further information on this position or information about Richmond please email jobs@richmond.qld.gov.au or visit Council's website www.richmond.qld.gov.au

Closing Date: Wednesday 22 May 2019 at 9am.

Please send your Application for Employment Form along with your resume (including at least 2 referees) to:

Peter Bennett

Chief Executive Officer

Richmond Shire Council

PO BOX 18, Richmond Q 4822

Or Email: jobs@richmond.qld.gov.au