



POSITION DESCRIPTION

Position Title Manager Finance & Administration	Employment Status Full-time, permanent
Department Finance and Administration	Section
Award Queensland Local Government Officers Award	Certified Agreement
Classification Executive Scale 2C	Stream (Federal) Administration Services
Location Shire Office, Goldring St, Richmond	Date reviewed April 2019

POSITION OBJECTIVE

To provide the Chief Executive Officer, Council and Senior managers with professional advice to ensure Council complies with all legislative requirements.

Including key responsibility on matters including cost and pricing structures, business and financial operating structures, funding models, cost saving strategies, development of strategic financial planning and savings initiatives and strategies. The budget preparation and review as well as monthly and annual financial reporting and analysis.

To effectively manage the corporate governance, administrative, financial and management accounting and ensures long term financial viability. Including records, the co-ordination of technology services and the co-ordination of HR and payroll issues.

ORGANISATIONAL RELATIONSHIP

Reports to: Chief Executive Officer

Supervises: Administration and Finance Staff

Internal liaisons: Councillors
Executive Team
Other Council staff to effectively complete duties

External liaisons: Internal Auditor and Queensland Audit Office
State and Federal Government Departments
Local Government Association of Queensland
Suppliers of goods and services
Council's customers
Richmond community

KEY RESPONSIBILITIES

The key responsibilities are to ensure the effective operation of Councils financial, administrative, IT services, HR and payroll services. Duties and responsibilities may include, but are not limited to:

Administration and Corporate Governance

- Lead, manage and supervise the administration and finance team, provide motivation, monitor processes and outcomes and provide timely and accurate advice.
- Develop and maintain Council's Policies and Procedures manual, ensuring policies and procedures are implemented.
- Contribute to the recruitment and retention of administration staff to enable efficient running of Council's finance and administration services.
- Recommend improvements to systems and processes to management.
- Comply with all Council policies and procedures.

Financial Management and Reporting

- Deliver monthly reconciliation of General Ledger to subsidiary systems in accordance with relevant legislation.
- Deliver financial reporting and reconciliation in accordance with relevant Acts and Standards.
- Provide financial and budget reports to the Executive and Council as required.
- Provide support to other officers regarding financial inquiries.
- Complete end of year financial reporting in accordance with legislative requirements and auditors' instructions.
- Co-ordinate FBT returns and oversee preparation of GST returns.
- Manage, in consultation with the CEO all Council loans, investments, trust accounts and bank accounts and maintain appropriate records.
- Monitor and maintain quality financial information systems.
- Maintain job costing and general ledger accounts.
- Develop and maintain an accounting manual as required by legislation to ensure internal controls are maintained.

Budget

- Prepare Council's Budget and Capital Expenditure Program in consultation with the CEO and Council.
- Prepare annual schedule of fees and charges.
- Prepare schedule of rates and utility charges.
- Co-ordination of quarterly budget reviews for presentation to council.
- Attend quarterly budget review meetings with the executive team.
- Complete statistical returns and ensure all relevant records are maintained e.g. LG Sustainability, Asset Management, ABS, HACC, CAPS, CCB, Library, etc.
- Assist staff with the yearly budget process and their financial information needs.

Asset Management

- Maintain complete and accurate Asset Register for all asset groups.
- Ensure all transactions affecting these assets including additions, disposal, re-evaluation and depreciation are accurately recorded.
- Ensure asset registers are reconciled to the General Ledger.
- Co-ordinate regular stock takes of assets (other than infrastructure).
- Participate in the continuous improvement of Asset Management in Council.

Information Technology

- Be the primary contract between Council's external IT provider and Council staff for all hardware and software issues.
- Ensure updates are installed into the Synergy Computer System, InfoXpert (in conjunction with IT provider).
- Develop and maintain a business continuity plan.
- Research, compare and recommend purchase of information technology requirements.
- Point of contact for Council's telecommunications network, including landline and mobile technology, data transfer (facsimile, email or other) and responsible for maintenance of the same – in accordance with contract held from time to time with information technology and telephone suppliers (includes ISPs and voice link suppliers).

Human Resource Management

The day-to-day human resource function and oversees and supervises the payroll function. This position also provides advice to management on human resource issues and developments. This position has responsibility for ensuring human resource and payroll practices are conducted in a professional, efficient, effective and consistent manner in accordance with Council policy and the relevant workplace awards and agreements.

Some specific duties include:

- Provide day-to-day advice to management and staff on employment awards and agreements.
- Review all payroll payments for accuracy and ensure that staff leave is managed and accurate records are maintained.
- Monitor any WorkCover claims or return to work/rehabilitation cases which may occur.
- Maintains the work structure by overseeing updating job requirements and job descriptions for all positions.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

Other

- Liaise with external bodies regarding accounting requests.
- Provide assistance to external and internal auditors during annual audits as required.
- Assist in the completion of statistical returns and ensure all relevant records are Maintained
- Oversee compilation of Grants Commission return and Grant funding/subsidy acquittals
- Exercise professional judgement within accounting areas.
- Any other duties as requested by the CEO.

KEY SELECTION CRITERIA

1. Formal qualifications and/or a high level of experience in Finance, Accounting, Administration or a similar discipline.
2. Experience in leading a finance and administration team that is motivated and achieving a high-level of performance.
3. High level of skill and demonstrated experience in administrative functions including software applications (spreadsheets, database management and corporate software systems)
4. A high level of understanding of local government policies, procedures and information systems, particularly as they relate to financial matters.
5. High level of proficiency in the use of accounting systems including the preparation of budgets and general-purpose financial reports.
6. Demonstrated ability to coordinate and prioritise work to meet deadlines and workplace objectives.
7. Demonstrated ability to produce and deliver key financial documents e.g. annual budget and financial statements.
8. Demonstrated ability to manage the day to day administrative operations of the Council.
9. Well-developed communication skills both oral and written including the preparation of reports to management.

OTHER REQUIREMENTS

Essential:

- Recognised qualifications in accounting or commerce.
- Eligibility for membership of professional accounting body

Desirable:

- Drivers licence – current C Class
- Knowledge of IT administration and systems
- Knowledge of HR. administration
- Willingness and ability to perform work outside ordinary business hours as required.
- Previous experience in local government

PHYSICAL REQUIREMENTS OF THE POSITION

- Office based position

EXTENT OF AUTHORITY

As per Council Delegation register & Authorised Entry register

- The position acts within guidelines and established processes with the exercise of some own initiative and judgement.
- The position holder acts within the supervision or guidance of the Chief Executive Officer and has the authority to assist members of administration and finance sections.
- Authorise expenditure in accordance with financial delegations and Council's Procurement Manual

ORGANISATION COMMITMENT

Corporate

All local government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality & Improper Use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local government must not be used to gain advantage, or to cause detriment to the local government.

WORKPLACE HEALTH AND SAFETY

Supervisors are responsible and accountable to their Coordinator/Manager/Director for the health and safety of all workers, contractors, visitors and other persons at workplaces that are under their control.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

In fulfilling this duty Supervisors are to ensure:

- The provision of leadership, support, active promotion and facilitation of the Richmond Shire Council's WHS Management System throughout their areas of responsibility;
- A safe work environment, safe systems of work, safe plant/equipment and processes within their areas of responsibility;
- That personnel training needs are identified and addressed and the personnel under their control are competent to conduct the tasks required of them;
- That all personnel under their control comply with the organisations policies, procedures, supervisor instructions and applicable legislation;
- The ongoing monitoring of WHS performance indicators within their areas and facilitate the notification and investigation of incidents;
- The facilitation of the consultation and communication processes within their areas as prescribed in the *Consultation, Coordination and Cooperation Code of Practice 2011*; and

- The control of hazards and assessing risks in their relevant areas of control.

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it. The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through there employment with Council. About personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

POSITION DESCRIPTION AUTHORISATION AND ACCEPTANCE

This position description is subject to change from time to time as Richmond Shire Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager name	Signature	Date
Employee name	Signature	Date