



DEPUTY CHIEF EXECUTIVE OFFICER/ MANAGER OF FINANCE SHIRE OF THREE SPRINGS

Thank you for your recent enquiry regarding the above position.

This information package is provided to give you a better understanding of both the position being advertised and the Shire of Three Springs.

Enclosed please find –

1. Copy of advertisement;
2. General information;
3. A position description including selection criteria;
4. Information pertaining to the position;
5. Declaration, Authorisation and Waiver (to be returned with application).

This position is a senior managerial position reporting to the Chief Executive Officer. Should you require any further information please do not hesitate to contact Chief Executive Officer Sylvia Yandle on 9954 1001 or ceo@threesprings.wa.gov.au

Three Springs Shire Office





ADVERTISEMENT

DEPUTY CHIEF EXECUTIVE OFFICER/MANAGER OF FINANCE

SHIRE OF THREE SPRINGS

Reporting to the Chief Executive Officer, this Senior Officer position is responsible for Financial Management of the Shire and supervision of the Shire's Finance and Administration staff.

Experience with Local Government accounting and SynergySoft is preferred, however not essential.

A salary package up to \$142,875, with a \$85,000-\$95,000 cash component, including superannuation, private use of a vehicle, housing and utility subsidies will be negotiated dependent on qualifications, skills and experience. A 3 to 5 year performance based contract will be offered.

Further information can be obtained from the Chief Executive Officer on 08 99541001 or by downloading the information package from Council's website www.threesprings.wa.gov.au. Applications must address the selection criteria and provide relevant referees.

Confidential applications should be addressed to the undersigned, Shire of Three Springs, PO Box 117, Three Springs WA 6519, or via email address ceo@threesprings.wa.gov.au and be received by **4.00pm Monday 18th March 2019**.

Sylvia Yandle
Chief Executive Officer

SHIRE OF THREE SPRINGS GENERAL INFORMATION

Shire of Three Springs

The Shire of Three Springs is situated 313km north-east of the Perth, and encompasses an area of 2,629 square kilometres. The Shire is predominately a farming community with cropping and sheep as its main industries. Additionally there is a Talc mine.

The major town is Three Springs with a small community at Arrino. The Shire population is approximately 730 people. Three Springs is bordered by the Shires of Mingenew, Irwin, Carnamah, Perenjori and Morawa.

Three Springs Services

Pre and Primary Schooling are available at Three Springs with secondary Schooling to year 10 (and year 11 and 12 non TEE) at the Carnamah District High School (CDHS). The Three Springs Child Care Centre operates from Monday to Friday.

The North Midlands Health Service is based in a modern facility in Three Springs and also provides a service to the Shires of Carnamah and Coorow. There is a small hospital located in Three Springs. The town has a resident Doctor operating from the shires fully equipped Medical Centre plus a state of the art Dental Surgery and local Dentist.

Other businesses and services in Three Springs include:

Three Springs Police Station
IGA Grocery & Liquor Store
Butcher
Three Springs Hotel/Motel
Three Springs Sports Club
NAB Bank
Cunningham's AG Service
Post Office and Gift Store
Sweetmans Hardware/ Fuel/Cafe
Three Springs Engineering
Three Springs BP Roadhouse
CRT
Sal's Pharmacy
Landmark
Thrift Shop

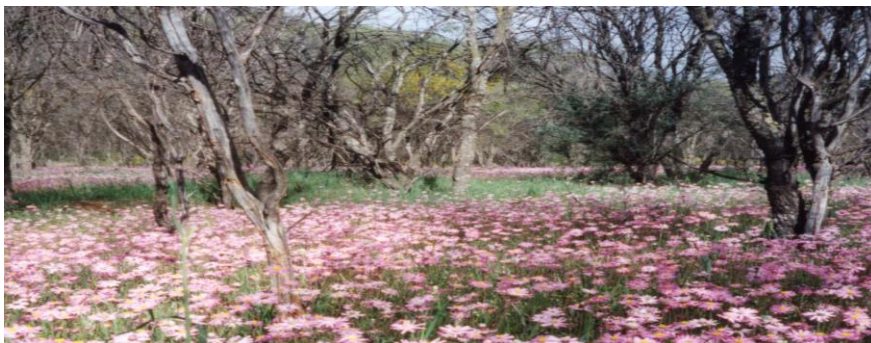
There are various other farm businesses, contractors and service providers. (ie: plumber, electrician etc) located in Three Springs. In addition both the WA Water Corporation and Western Power have depots and crews based in Three Springs.

Other Facilities

As with many country towns, Three Springs has long established sporting facilities that are well utilised with football/cricket and hockey ovals, swimming pool, outdoor netball courts , bowling club, golf course, artificial grass tennis courts etc. The third stage of a major swimming pool upgrade was completed in December 2014.



All day to day business and community needs are catered for in Three Springs which attracts many visitors during the spring months of the year where seasonal wildflower displays are the main attraction.



SHIRE OF THREE SPRINGS

POSITION DESCRIPTION

1. TITLE: Deputy Chief Executive Officer/Manager of Finance

2. LEVEL: Contract – As Negotiated

3. SECTION: Finance/Administration

4. POSITION OBJECTIVES:

4.1 Objectives of Position:

Manage Council's finances in accordance with statutory requirements and Council Policy and provide assistance to the Chief Executive Officer in the management of the Shire.

Responsible for the preparation of the Annual Budget, Annual and Quarterly Financial Statements in accordance with AAS27 and AAS28, the Local Government Act 1995 and associated regulations.

4.2 Within Section:

Manage the Shire's Finance Section.

4.3 Within Organisation

Provide advice and information to Council and senior staff on the Financial Management of the Shire of Three Springs.

5. REQUIREMENTS OF THE POSITION:

5.1 Skills:

1. Developed team development and leadership skills.
2. Developed time management skills.
3. Developed verbal and written communication skills.
4. Developed public relations and interpersonal skills.
5. Developed decision making skills.
6. Developed problem solving and conflict resolution skills.

5.2 Knowledge:

1. Working knowledge of Local Government law and meeting procedure.
2. Working knowledge of human resource development.
3. Detailed knowledge of Local Government accounting requirements.
4. Sound knowledge of information technology including computer systems and software operations.
5. Working knowledge of corporate planning.

5.3 Experience:

1. At least 2 years experience in a senior financial management position within Local Government or the commercial or public sector with an understanding of the workings of Local Government.

5.4 Qualifications and/or Training:

1. Hold or be substantially advanced in studies towards a relevant Accounting qualification.
2. Hold a current “C” class Motor Drivers License.

6.0 KEY DUTIES/RESPONSIBILITIES

FINANCE

Responsible for Council’s accounting practices compliance with the Local Government Financial Management Regulations.

Oversee the preparation of monthly, quarterly and annual financial reports for presentation to Council in compliance with statutory provisions and Council Policy for Three Springs.

Act as the Principal Accounting Officer in accordance with the Local Government Financial Management Regulations for Three Springs.

Undertake necessary exception/variance reporting to the Executive Management team and Council in accordance with the approved budget, Council policies and procedures and delegated authority.

Advise Council and senior staff on all matters pertaining to the Shire’s finances.

Provide explanations for all audit queries in respect of the Shire's financial records and initiate system changes if suggested by the auditors or considered necessary to prevent recurrences.

Jointly responsible with the Chief Executive Officer for the investment of surplus funds in accordance with Council Policy.

Responsible for the conduct of internal audits on a regular basis.

Monitor loan funding, manage Asset Register and revaluations at fair value as per regulations.

Review and certify all cheques and vouchers prior to presentation for signing.

Responsible for preparation of the Annual Budget in consultation with the CEO, Councillors and other relevant stakeholders.

Responsible for renewal of LGIS insurances and associated insurance matters.

ADMINISTRATION

Undertake the day to day management of the Administration, Finance and Customer Service function with responsibility for decision making in accordance with delegated authority and pre-determined policy and guidelines.

Assist in the preparation, review and control, and implementation of the various Council Planning documents adopted.

Assist in the electoral process and act in the capacity of Deputy Returning Officer if required.

Manage the administrative functions of Council in the areas of records management, human resources and administrative support to Council.

Attend Council and other meetings as required.

Manage the Shire's computer system and ensure its optimum performance including being the primary contact for Council's IT support group, IT Vision.

Act as Chief Executive Officer when required.

Manage any issues that arise in the predominantly independent areas of Building Maintenance, Pool Management and Cleaning. Each of these areas has individual officers performing those roles who operate relatively autonomously.

7.0 ORGANISATIONAL RELATIONSHIPS

- 7.1 Responsible to: Chief Executive Officer
- 7.2 Supervision of: Finance and Administration Staff
- 7.3 Internal and External Liaison:
- Internal President and Councillors
Chief Executive Officer
Manager of Works & Services
Other Staff and Employees
- External Creditors/Debtors
Ratepayers
General Public
Government Departments
Financial Institutions

8.0 EXTENT OF AUTHORITY

Operates under limited direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

9.0 SELECTION CRITERIA

Essential:

1. Developed team development and leadership skills
2. Developed time management and decision making skills
3. Developed verbal and written communication skills
4. Developed public relations and interpersonal skills
5. Developed problem solving and conflict resolution skills
6. Detailed knowledge of Local Government accounting requirements
7. Sound knowledge of information technology including computer systems and software operations

8. At least 2 years' experience in a financial management position within Local Government or the commercial or public sectors with an understanding of the workings of Local Government.
9. Hold or be substantially advanced in studies towards an Accounting degree (Bachelor of Commerce/Accounting) with computing knowledge.
10. Hold a current "C" class Motor Driver's license.

Desirable:

1. Working knowledge of Local Government Law and meeting procedure
2. Working knowledge of human resource development

10. PERFORMANCE ASSESSMENT CRITERIA

Provision of administrative, financial and customer services advice to Council.

Timelines and quality of reports against action plans formulated in line with Council's Integrated Planning documents.

Timelines and quality of exception/variance reporting against budget, agreed levels of delegated authority and pre-determined guidelines and programs.

Management and development of Finance and Administration staff as well as addressing any issues that may arise with other subordinate staff.

Monitoring of the Shire of Three Springs financial position and the preparation of financial reports to Council and the community.

Compliance with legal and statutory requirements relating to the Council's financial and administrative function.

Prepared By _____ CEO _____ Date Issue 28th February 2019

Approved By Sylvia Yandle _____ Date 28th February 2019

INFORMATION PERTAINING TO THE POSITION

1. SALARY PACKAGE AND CONDITIONS

(i) Terms of Employment

In accordance with the Local Government Act 1995, the successful applicant will be offered a three to five year contract. The contract will be based on the Model Contract of Employment for a Deputy Chief Executive Officer/Manager of Finance, and provisions of the Contract including criteria for performance assessment will be negotiated by the parties and agreed to prior to appointment. A six month probationary period will apply.

(ii) Summary of Salary Package

Cash Salary		85,000	95,000
Superannuation	9.5%	8,075	9,025
Superannuation	5%	4,250	4,750
House Rent (\$200 per week)		10,400	10,400
Mobile Phone		500	500
Home Telephone		500	500
Payment of Utilities (power and water)		2,100	2,100
Motor Vehicle including FBT		17,000	17,000
Conferences/Seminars/Meetings		3,000	3,000
Uniform Allowance		600	600
TOTALS		\$ 131,425	142,875

Cash Component

Council will negotiate an annual cash component of between \$85,000 and \$95,000 with the successful applicant, depending on experience and qualifications. The annual cash component is inclusive of all award provisions including location allowance and leave loading.

Superannuation

Council contributes up to 5% (on a matching basis) of the employee salary towards the Local Government Superannuation Scheme, plus Occupational Superannuation as set by legislation (currently 9.5%). Council has also endorsed the principles of salary sacrificing superannuation.

Vehicle

Council will provide a fully maintained vehicle (currently a Nissan Pathfinder 2WD Station Wagon). The vehicle is available for limited private use within Western Australia.

Rent Subsidy

A 4 x 2 executive home is available to the Deputy Chief Executive Officer/Manager of Finance rent free.

Housing Utilities Subsidies

Council will meet all water, gas and electricity costs up to the amount as specified within this document.

2. SHIRE HOUSING

The house located at 65 Carter Street Three Springs is made available to the Deputy Chief Executive Officer/Manager of Finance. The house is a modern transportable built in 1996 -

- 4 Bedrooms (all with built in wardrobes)
- 1 Study / Office
- 2 Bathrooms
- 2 Toilets

The house is a transportable and has split system air conditioning, and an electric hot water system. The yard is fully enclosed and has a 5 x 3m shed. The garden areas are established and reticulated. There are established fruit trees and an area set aside for vegetable growing. A small rainwater tank is present.

The occupants will be expected to maintain the residence and gardens to at least the same standard during the occupancy, as at the commencement.

3. RELOCATION EXPENSES

Relocation expenses will be paid based on the lowest of three quotes, up to a maximum of \$4,000, and on the condition that the applicant will repay 50% of that cost if the employment is terminated for any reason within the first 12 months.

4. OTHER CONDITIONS

It will be a condition, prior to employment commencement, that the applicant will undergo a pre-employment medical assessment, and provide a current Federal Police Clearance. Council will meet the cost of these two items. Council's administration offices provide a comfortable, air-conditioned work environment with modern up to date equipment.

5. INTERVIEW

It is anticipated that the Chief Executive Officer will arrange for interviews to be held in Three Springs soon after the close of applications. It is considered desirable that any partner or family visit the Town to view the accommodation and facilities available at that time. Council does not reimburse expenses associated with attending an interview in Three Springs.

APPLICATIONS

1. Applicants are required to provide a written application consisting of –
 - Cover Letter including personal details and contact details.
 - Current Resume detailing qualifications, experience and employment history.
 - A statement addressing each selection criteria (1 or 2 paragraphs per criteria only). Please be brief and concise.
2. Your application should be supported by copies of any relevant documents including copies of qualifications. Please do not send originals as application material provided will be retained by the Shire.
3. Applications should be supported by the names and contact details of at least two current referees, at least one of which should relate to your current employment. It is recommended that you advise your referees that you are submitting their details and advise they may be contacted.
4. The application must include a signed Declaration, Authorisation and Waiver form per the following page.

Applications close at 4.00 pm on Monday 18th March 2019 and should be endorsed "Confidential Application" and sent to -

Sylvia Yandle
Chief Executive Officer
Shire of Three Springs
PO Box 117
THREE SPRINGS WA 6519

Email applications will be accepted at ceo@threesprings.wa.gov.au

SHIRE OF THREE SPRINGS

**APPLICATION FOR POSITION OF DEPUTY CHIEF EXECUTIVE
OFFICER/MANAGER OF FINANCE**

DECLARATION, AUTHORISATION AND WAIVER

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Chief Executive Officer reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Chief Executive Officer or agent to make any background checks that are considered necessary or desirable in order to satisfy themselves of my suitability for the position, and to check any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: Any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining an applicant's suitability for the position. Any information obtained will be treated as strictly confidential and will only be made available to the selection Committee/Council at the time, and for the purpose, of selecting the suitable applicant.

Signature of Applicant:

Date: