



## POSITION DESCRIPTION

---

### 1. POSITION IDENTIFICATION

**Title:** Deputy Chief Executive Officer / Manager of Finance

**Classification:** Negotiated

**Section:** Finance / Administration

### 2. POSITION OBJECTIVES

#### Objectives of Position

Manage Council's finances and staff 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.

#### Within Section

Manage through delegation the Shire's finance, records and human resource.

#### Within Organisation:

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

### 3. REQUIREMENTS OF THE JOB

#### 3.1 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.

### 3.2 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.

### 3.3 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.

### 3.4 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.

## **4. KEY RESPONSIBILITY AREAS ORGANISATIONAL RELATIONSHIPS**

### 4.1 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.

#### 4.2 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.

### 5.0 **ORGANISATIONAL RELATIONSHIPS**

Responsible to: Chief Executive Officer

Supervision of: Finance and Administration Staff

Internal Liaisons: President and Councillors  
Chief Executive Officer



Manager of Works & Services  
Other Staff and Employees

External Liaisons: Creditors/Debtors  
Ratepayers  
General Public  
Government Departments  
Financial Institutions

**Extent of Authority:**

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

**6. PERFORMANCE CRITERIA**

1. Provision of administrative, financial and customer services advice to Council.
2. Timelines and quality of exception/variance reporting against budget, agreed levels of delegated authority and pre-determined guidelines and programs.
3. Management and development of Finance and Administration staff as well as addressing any issues that may arise with other subordinate staff.
4. Monitoring of the Shire of Three Springs financial position and the preparation of financial reports to Council and the community.
5. Compliance with legal and statutory requirements relating to the Council's financial and administrative function.

**SELECTION CRITERIA**

**Essential:**

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



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

**Qualifications and/or Training:**

1. Hold a Supervisor Certificate (or Similar);
2. Hold a current "C" and "HR" class drivers licence;
3. Desirable to have a current Senior First Aid qualification.

**Remuneration and hours of Work:**

An annual Remuneration Package as per negotiated contract which takes into account:

1. The requirement to attend the Council, committee and electors' meetings outside working hours;
2. An acknowledgement that the position is measured on performance and not on the number of hours worked;
3. Base Hours – 80 hour fortnight (paid 76 hours) one rostered day off per month;
4. All employees are required to read and sign the Induction Manual and position description document prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

**Condition of Employment**

I acknowledge acceptance of the above conditions of employment of this position with the Shire of Three Springs.

Signed.....  
Deputy Chief Executive Officer /  
Manager of Finance

Signed.....  
Chief Executive Officer

Dated.....