

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



| 1. POSITION INFORMATION | | | |
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| POSITION TITLE: | Finance Manager | REPORTS TO: | Chief Operating Officer |
| POSITION LEVEL: | | FINANCIAL DELEGATION | \$10,000 |
| DEPARTMENT: | Governance | BUSINESS UNIT: | Finance |
| REVIEWED BY: | Human Resources | NEXT REVIEW DATE: | N/A |
| APPROVAL DATE: | TBA | APPROVED BY: | CEO |
| 2. POSITION CONTEXT | | | |
| <p>This position reports directly to the Chief Operations Officer (COO) where it is responsible for overseeing and coordinating the Finance unit and providing high level professional support and advice for the organisation’s financial operations. This position will be required to facilitate the effective and efficient operations of Council’s financial systems and processes and oversee and ensure financial compliance across the organisation. This position will lead a small team that focuses on delivering financial support and services.</p> | | | |
| 3. POSITION’S KEY RESPONSIBILITIES | | | |
| <ol style="list-style-type: none"> 1. Manage, support, lead and give guidance to Council’s Finance Unit to achieve timely, accurate and efficient financial services and support across the organisation; 2. Train, educate and mentor finance and non-finance staff to accurately deliver and understand Council’s financial operations (reading/interpreting/monitoring budgets, allowances, compliance requirements, statutory obligations and other); 3. Coordinate and prepare the annual organisational budgets, monitor and report on the budget as a whole while managing Finance Unit’s budget, make recommendations for budget improvements as required; 4. Upholding the applicable statutory obligations for delivery of services and operational necessities (Accounting Manual, ATO, Accounting Regulations, Local Government Act, and others as applicable) 5. Manage the month end process and ensure that transaction reporting within the department is completed in a timely and accurate manner, develop high level financial operations reports to Council; 6. Perform month end tasks such as general ledger reconciliations and depreciation and assist with the preparation of monthly management accounts 7. Establish and monitor internal controls, delegations and best practice financial procedures to protect Council from fraudulent behaviour; 8. Ensure grand funding financial acquittals are completed in a timely manner with accurate information 9. Delegate financial function through the Financial Team to ensure the delivery of services, information and/or reporting, aiding in advancing the Finance Officer professional capacity, and ensuring deadlines are being met; 10. Collaborate with and seek guidance from Financial Accountant to meet report requirements, establish viable procedures, safeguard assets, asset disposal and sale of assets; 11. Ensure Council’s financial operations are completed in a timely, accurate and efficient manner, including Accounts Payable, Accounts Receivable, Payroll and general daily financial functions. 12. deliver the training and support that is required to ensure each officer of the Finance Team are all capable to undertake varied financial duties; 13. Understanding and implementation of organisational policy, procedure and practices; 14. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties | | | |

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| 4. ORGANISATIONAL RESPONSIBILITIES | |
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| <ol style="list-style-type: none"> 1. Participate in the recruitment of Council Officers to engage the most suitable candidate to fill vacant positions in manner that complies with Council’s recruitment policies and procedures 2. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. 3. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster; 4. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; 5. Foster sustainable honest relationships with community and stakeholders 6. Perform and deliver results that align with organisations strategic direction and serve our community; 7. Work in accordance with Council’s Vision and Mission statement. | |
| 5. Level of Responsibility | |
| Authority & Accountability | This position will exercise discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. This position provides local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees. |
| Judgment & Problem Solving | This position requires skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often require the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems. |
| Specialist Knowledge & Skills | This position requires specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training. |
| Management Skills | This position may require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the ‘work face’. |
| Interpersonal Skills | This position requires persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view. |
| Qualifications & Experience | <p>This position will require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include:</p> <p>(a) post-trade certificate and/or other post-secondary qualification below diploma or degree; or</p> <p>(b) extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.</p> |
| 6. SELECTION CRITERIA | |
| Essential | <ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities; • Current NT Drivers Licence; • Extensive knowledge of Australian Accounting Standards; |

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| | <ul style="list-style-type: none"> • Demonstrated experience and ability to deliver good outcomes; • Extensive knowledge and skill gained through on-the-job training; • Experience in Microsoft Office products and packages; • Minimum experience of 2 years in similar or related role. |
| Desirable | <ul style="list-style-type: none"> • Business Management/Finance or other related tertiary qualification; • Previous experience in Local Government role. |
| 7. ACKNOWLEDGMENTS | |
| Employee: | Date: |
| Manager/HR: | Date: |