

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Manager Finance	REPORTS TO:	Chief Executive Officer
POSITION LEVEL:	Contract	FINANCIAL DELEGATION	\$120,000
DEPARTMENT:	Corporate Services	BUSINESS UNIT:	Finance
REVIEWED BY:	People and Culture	NEXT REVIEW DATE:	November 2026
APPROVAL DATE:	3 November 2025	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Chief Executive Officer and plays a key role within Council’s Executive Management Unit. It is responsible for the day-to-day planning, implementation, management, and oversight of all financial activities across the organisation. This includes auditing processes, asset accounting and grant management, preparation of the Annual Financial Statements, and providing support and reporting to the Audit and Risk Management Committee. The role also leads and drives improvements in financial controls and internal processes, ensuring effective financial service delivery that supports Council operations.</p>			
3. POSITION’S KEY RESPONSIBILITIES			
Financial Management	<ol style="list-style-type: none"> 1. Develop, implement, and monitor appropriate financial systems, procedures, and internal controls to support the efficient and effective operations of the financial functions of Council, including: <ul style="list-style-type: none"> • Provide timely and accurate financial information to Council, the CEO, and management to support informed decision-making and resource allocation. • Lead the development and monitoring of budgets and assist managers with financial insights and decision-making tools. • Ensure full compliance with all financial, statutory, and regulatory requirements. • Review and analyse project budgets to assess viability and advise the CEO and managers on financial sustainability. • Manage Council’s funding agreements and acquittals, working with responsible managers to ensure all grant compliance and reporting obligations are met. • Maintain ongoing engagement with management to ensure financial reporting is timely, relevant, and aligned with operational needs. • Develop and monitor the long-term financial plan and clearly communicate the long-term financial strategy. • Oversee asset accounting functions, including the accurate recording, valuation, and revaluation of Council’s assets in accordance with accounting standards and audit requirements. • Ensure asset registers are maintained and reconciled, and that asset-related financial reporting supports strategic planning and operational decision-making. • Ensure compliance with Australian Accounting Standards, the Local Government Act and Regulations, ATO requirements, Council policies, and all other applicable obligations. 		

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Transactional Finance	<p>2. Manage transactional finance functions including payroll, accounts payable, and accounts receivable and ensure operating efficiently in compliance with statutory requirements and Council policies. Responsibilities include:</p> <ul style="list-style-type: none"> • Establish and maintain strong transactional internal controls to ensure financial integrity and accountability. • Implement effective systems and procedures that support consistent and reliable financial operations. • Develop and enforce formal procedures for daily, weekly, payroll, and monthly tasks and reconciliations, ensuring sound internal control and oversight.
Treasury Functions	<p>3. Monitor and manage Council’s cash flow requirements to maximise benefits from reserves, whilst ensuring that there are sufficient funds to meet operational requirements, including early identification of potential liquidity issues.</p>
Leadership	<p>4. Provide leadership for the finance team, including demonstrating the desired behaviours and integrity reflected in Council policies, supporting staff development and competencies, mentoring and training staff as required to ensure transfer of skills.</p> <p>5. Build financial understanding and capability of managers across council through engagement and effective financial management leadership.</p>
Audit and Risk	<p>6. Manage the preparation and audit of Council’s Annual Financial Statements, ensuring accuracy, compliance with relevant standards, and timely submission. Liaise with external auditors throughout the process and ensure all taxation obligations are met</p> <p>7. Provide support to and report regularly to the Audit and Risk Management Committee on matters relating to financial management, internal controls, and audit findings.</p> <p>8. Implement and maintain the risk management framework as it applies to Council’s financial operations, ensuring proactive identification and mitigation of financial risks.</p>
Other	<p>9. Support the CEO and Managers with financial related advice and reports as requested.</p> <p>10. Perform other duties as reasonably directed by the CEO throughout the course of your employment.</p>
<p>11. ORGANISATIONAL RESPONSIBILITIES</p>	
<ol style="list-style-type: none"> 1. Ensure compliance with Workplace Health and Safety requirements. 2. Assist in the implementation of the Katherine Town Council’s Local Emergency Sub-Plan in the event of a disaster. 3. Foster sustainable, honest relationships with the community and stakeholders. 4. Perform and deliver results that align with organisations strategic direction and serve our community. 5. Work in accordance with Council’s Vision and Mission statement. 6. Provide excellent customer service through incoming telephone calls, email, and front counter enquiries 	

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12. Level of Responsibility	
Authority & Accountability	<p>The position is accountable for the effective management of major projects or functional areas within its scope of expertise. It plays a key advisory role, providing strategic guidance on significant policy matters and issues that may impact the organisation and its external stakeholders. Advice given in this role may carry substantial influence and can commit the organisation to specific actions or directions.</p> <p>This role contributes meaningfully to the overall performance of the function and delivers specialist services in the execution of complex work and projects, often involving conceptual and multifaceted elements requiring high-level judgement and expertise.</p>
Judgment & Problem Solving	<p>The position requires the ability to interpret complex information and develop appropriate procedures to achieve effective outcomes. The work is typically specialised, drawing on established theory, precedent, and professional judgement. Decision-making involves analysing data, evaluating options, and determining progress or solutions based on informed assessment.</p>
Specialist Knowledge & Skills	<p>Position requires expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.</p>
Management Skills	<p>At this level, the position is responsible for managing projects of varying complexity, involving both personnel and resources. Technical staff may oversee larger, more complex initiatives requiring specialised expertise, while staff may lead smaller projects involving team members at lower levels. The role requires sound leadership and team management skills, including the ability to coordinate tasks, allocate resources effectively, and guide staff toward achieving project goals. Employees are expected to apply professional judgement, interpret complex information, and develop procedures that support successful outcomes. Work is typically specialised, drawing on established theory and precedent, and decision-making involves analysing data to inform progress and strategic direction.</p>
Interpersonal Skills	<p>Interpersonal skills in leading and motivating staff will be required at this level. Position requires the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the employer and to liaise with external bodies.</p>
Qualifications & Experience	<p>Strong interpersonal and leadership skills are essential for motivating staff and achieving organisational objectives. The role requires the ability to communicate effectively, influence outcomes, and negotiate with internal and external stakeholders. This includes providing strategic advice and liaising with external bodies to support key initiatives.</p>
13. SELECTION CRITERIA	
Essential – Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualification in relevant discipline • Current CPA accreditation or other accounting associate • Experience in leading a skilled team • Minimum 5 years' experience in similar role

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	<ul style="list-style-type: none"> • A thorough understanding of financial management principles and practices • Experience in being system administrator for financial systems and platforms • Advance skills in excel and proficient in utilising reporting tools
Essential – Personal Qualities	<ul style="list-style-type: none"> • Ability to manage competing demands, solve complex problems and make appropriate informed decisions • Demonstrated ability to contribute to and lead a high performing team environment • Self-motivated, energetic and has a high degree of initiative with ability to mentor team members • Flexibility to adjust to changing circumstances
Essential - Other	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities. • Current Australian Drivers Licence. • Excellent written and verbal communication skills. • Experience in Microsoft Office products and packages. • High Level customer service experience. • Exceptional attention to detail, ability to work to tight deadlines and work independently
Desirable	<ul style="list-style-type: none"> • Previous experience in Local Government • Additional qualifications relevant to financial and/or business management
14. ACKNOWLEDGMENTS	
Employee:	Date:
Manager/HR:	Date: