



# NORTHERN PENINSULA AREA REGIONAL COUNCIL POSITION DESCRIPTION

<b>Position Number</b>		<b>Date of last review</b>	March 2024
<b>Position Title</b>	Manager Finance		
<b>Classification</b>	Stream A, Band 3, Level 1-2 (depending on skills, qualifications and experience) - Contract to be negotiated		
<b>Division</b>	Corporate		
<b>Branch</b>	Finance		
<b>Section</b>	Not Applicable		
<b>Location</b>	Bamaga / Injinoo		
<b>Employment Type</b>	Full-Time – 3-year Common Law Contract		
<b>Supervisor</b>	Executive Manager Corporate & Finance		
<b>Direct reports</b>	Finance Branch		

## 1. ORGANISATIONAL ENVIRONMENT:

### ***The Northern Peninsula Area Regional Council's mission is:***

*To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.*

### ***The Northern Peninsula Area Regional Council Vision is:***

*With respect and pride, we build a future for our children based on unity, equitable self-governance, education and culture.*

### ***Council Responsibilities***

The Council is charged with ensuring a wide range of local government services are delivered throughout the communities of the Northern Peninsula Area including housing, utilities such as waste management, wastewater management, roads infrastructure, sports and recreational facilities.

Good community development is also a responsibility of Council in nurturing the establishment of a strong community, that controls and uses its assets to provide cultural and other community events and promote and support social justice to improve the quality of our community life. Council works with the community, government funding agencies and, where appropriate, business, to secure the necessary resources for these purposes.

## 2. PRIMARY OBJECTIVES OF THE POSITION:

This position is responsible for leading and managing all finance functions including financial planning and forecast, reporting and advice, revenue management, expenditure monitoring & reporting, budget preparation, debt management, investment management, compliance with legislation and financial policy.

## 3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2024*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

#### **4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:**

The employee shall comply, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by the responsible manager or supervisor in respect of the health and safety of themselves and other persons.

#### **5. KEY ACCOUNTABILITIES:**

Key duties and responsibilities will include:

- Compliance with legislation and policy in managing Council's finances.
- Collecting, interpreting and reviewing all of Council's financial data and information.
- Developing a long-term financial plan that focuses on the financial sustainability of Council.
- Preparing budgets, statement of accounts and other financial documents in accordance with the accounting standards and legislation including audits.
- Monitoring and reporting on expenditure and revenue against budgets including variations.
- Developing fees and charges regimes that are equitable across the Region.
- Leading the development of financial policy.
- Developing strategies that minimise financial risk for Council.
- Preparing and managing finance budgets in an accountable manner.
- Manage staff in accordance with Council policy and best practice human resource initiatives.
- Maintaining knowledge of current trends in the financial management and reporting in the Local Government sector.

#### **6. SELECTION CRITERIA**

##### **Essential:**

1. Possession of a current Queensland 'C' Class driver's licence.
2. Tertiary qualification in accounting or a related field and/or significant experience in a similar role.
3. Demonstrated experience in managing financial operations including accounts payable, accounts receivable, payroll and banking in a medium size organisation.
4. Demonstrated experience in the application of a full suite of finance accounting skills including audits, policy development, debt management strategy development, legislative compliance, long-term and financial planning in a medium size organisation.
5. Demonstrated ability to manage direct reports, time, and workload whilst multi-tasking and ensuring that deadlines are achieved.
6. Demonstrated well-developed written and verbal communication skills in providing financial management reports and advice and engaging with key internal and external stakeholders.
7. Demonstrated skills and experience with the Microsoft Office suite of applications such as Word, Excel, and Outlook as well as high-level skills in using financial/budget software.

##### **Desirable:**

8. Experience in Local government would be highly regarded.

**PERFORMANCE INDICATORS:**

1. Establishment of management accounting practices that meets legislative requirements and raise the level of financial understanding at the operational level of the organisation.
2. Providing quality finance accounting and management advice and services to all Council internal and external stakeholders and customers.
3. Undertake regular performance appraisals for self and staff in accordance with Council policies and procedures.
4. Ability to complete both work and manage workload at a level of professionalism and competency commensurate with industry and professional standards.
5. Other targets as agreed between the Executive Manager Corporate Services and officer during the annual performance reviews.

**Signed in Acceptance of the Position**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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