



Northern Peninsula Area Regional Council

Employment Opportunity

Manager Finance

Northern Peninsula Area Regional Council (NPARC) is seeking applications from a suitable, motivated and experienced individual for the position of Manager Finance to join the Finance and Corporate Services Department.

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

In this role you will have the opportunity to:

- 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.

In return for your valued contribution, you will be rewarded with:

- Fixed-Term Contract 3 years
- 36.25 hours per week
- \$106,877.16 - \$ 112,076.12
- Steam A, Band 3, Level 1-2 (considering experience and qualifications)
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

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

1. Experience in Local Government would be highly regarded.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: 19th of April 2024