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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Finance and Administration Manager
- 2.0 AWARD:** Queensland Local Government  
(Stream A) Industry Award – State 2017
- 3.0 SECTION:** Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
- 4.0 CLASSIFICATION:** Level 7
- 5.0 DEPARTMENT:** Corporate Services
- 6.0 BRANCH:** Finance
- 7.0 LOCATION:** Bedourie
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### 8.0 POSITION OBJECTIVE

Responsible for managing the finance and procurement functions within Council's operational objectives including, providing financial advice, support for budget preparation and review, and efficient annual financial reporting and analysis.

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### 9.0 REQUIREMENTS OF THE POSITION

#### a) Skills

- Well-developed written and interpersonal communication skills, including formal report writing, negotiation, conflict resolution and consultation
- Proven time management and organisational skills in a high pressure, target-driven environment
- Demonstrated ability to work independently and effectively under pressure and meet deadlines and targets
- Resilience, dedication, problems solving skills, initiative, flexibility, a broad mature outlook and the ability to work to strict deadlines are essential skills for this position
- Demonstrated knowledge of the operations of Local Government and the ability to interpret legislation and make judgements on its application
- Advanced computer literacy skills in Microsoft Office products
- Demonstrated ability to lead, manage and supervise diverse work teams, motivate staff and monitor processes and outcomes in a customer service environment
- Demonstrated computer literacy including Microsoft Word, Excel, Outlook and Synergy-soft

#### b) Knowledge

- Comprehensive knowledge of the statutory requirements relevant to Australian Accounting Standards and legislation relevant to Qld local government finance
- Comprehensive knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009
- Sound knowledge of asset management systems and processes, including revaluation of assets
- Workplace health and safety systems and processes
- Quality Assurance requirements and procedures

#### c) Experience and/or Qualifications

- Formal qualification in finance, accounting, administration or associated discipline or ability to attain

- Minimum 3 years equivalent previous experience in finance management in a similar local government role
- Current Queensland C class drivers licence

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## 10.0 KEY DUTIES / RESPONSIBILITIES

### a) Managerial

- Demonstrated ability to manage the operations of Councils finance department and to ensure procedures and policies are implemented and maintained within the position's area of influence
- Facilitation and assist financial consultants with the preparation of general purpose financial statements, annual and amended budget, asset revaluation, internal/external audit, fiscal and annual reporting that satisfy corporate and legislative requirements
- Ensure the management of payroll, creditors, inventory and debtors systems meet council's policy and audit requirements
- Ensure the timely and accurate preparation and financial returns of subsidy and/or grant reports and acquittals
- Ensure timely and accurate month end reconciliations, tax reconciliations and returns, periodic BAS statements, FBT, fuel tax credits and PAYG to meet ATO requirements
- Manage the procurement of goods and services ensuring the stores and purchasing teams processes are efficient while using modern purchasing techniques and platforms that meet the requirements of legislation and council policy
- Ensure approved borrowing programs through QTC occur in a timely manner
- Ensure Council funds are invested in accordance with Council's policy and ensure allocated tasks within budget are in accordance with the Annual Operational Plan
- Manage and maintain all modules of synergy-soft including overseeing relevant trading
- Maintain financial aspects of Council's asset register and insurance portfolio in accordance with legislative requirements
- Liaise with internal/external auditors to provide relevant information to ensure agreed audit timeframes are met
- Provide comprehensive reporting to Management and Council
- Effectively manage staff to achieve council objectives including participation in recruitment, team motivation, training, performance reviews and disciplinary processes within Council's policies and procedures
- Oversee and assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff
- Comply with all Councils policies including but not limited to the, Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy and Quality Assurance System
- Perform other Council work within your capabilities as directed

### b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time

### c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework

### d) Risk Management

- Comply with Council's Risk Management Policy and Framework
- Positively contributing to Council's risk management culture
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Support the integration of risk management into all aspects of their activities and functions
- Undertake and participate in risk management training as required
- Make risk control and prevention a priority when undertaking tasks
- Ensure that risks are identified, managed and controlled appropriately within role; and
- Monitor and report on risks or risk treatments in accordance with Council's Risk Management Framework

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment

### 11.0 KEY SELECTION CRITERIA

1. Formal qualifications and/or management experience in Finance, Accounting, Administration or a similar discipline
2. Demonstrated experience in administrative functions including software applications, spreadsheets, database management and corporate software systems
3. Demonstrated knowledge of the Local Government Act and the legislative framework within which Council operates
4. Demonstrated knowledge and application of Australia Accounting Standards, Local Government Act & Regulations (relating to budgets and financial reporting), internal/external auditing processes and QTC long term financial sustainability cash flow preparation to ensure legislation compliance
5. Proven ability and experience in preparing succinct reports, policies and procedures under broad direction
6. Proven leadership and coordination experience, with the ability to stimulate a high level of performance and foster teamwork across a varied and multi-disciplinary workforce
7. Demonstrated ability to prioritise and manage workload in a complex and dynamic environment
8. Proven time management, organisational, conflict resolution and negotiation skills
9. Demonstrated consultative, interpersonal, communication and negotiation skills to effectively engage and manage the needs and expectations of stakeholders
10. Significant experience in utilising all financial modules within Synergy-soft financial system including the preparation of budgets and general purpose financial reports
11. Experience in the Microsoft suite of products, particularly Word and Excel and the ability to become proficient in Council systems, registers and databases
12. Demonstrated understanding of and commitment to Quality Assurance & WHS principles and practices

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

### 12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 150kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

**13.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

<b>Qualification</b>	<b>Pathway</b>	<b>Pathway Professional Development</b>
Relevant qualification in business, finance, accounting or associated discipline	This position has the potential to progress to a director level	Further qualifications in business, finance, accounting or associated discipline

**14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY**

Reports to: Director of Corporate Services

Direct Reports: All Council Departments, assigned administration staff

Internal Liaisons: All Council Departments

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public

**15.0 EXTENT OF AUTHORITY**

As per Council's delegation register

**16.0 APPROVALS**

**Reviewed and approved by:** Director of Corporate Services

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Print name: \_\_\_\_\_

I have read and understood this Position Description and accept the objectives and responsibilities of this position.

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Print name: \_\_\_\_\_