

# Diamantina Shire Council

## POSITION DESCRIPTION



<b>Title:</b>	<b>Finance Coordinator</b>
<b>Position No:</b>	<b>3002</b>
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, clerical, technical, professional, community service, supervisory and managerial services
<b>Classification:</b>	Level 7
<b>Department:</b>	Corporate Services
<b>Branch:</b>	Finance
<b>Location:</b>	Bedourie
<b>Reports to:</b>	Director Corporate Services
<b>Direct Reports:</b>	4

### POSITION OBJECTIVE

To lead and coordinate the council's financial operations by supervising finance staff, ensuring the delivery of accurate and timely financial reporting, budget preparation, and compliance with legislative and policy requirements. The role works closely with executive leadership to support strategic financial planning, provide high-level financial advice, and contribute to informed decision-making that promotes the long-term financial sustainability and accountability of the organisation.

### COUNCIL'S VALUES

**Innovation & Continuous Improvement:** Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

**Teamwork:** We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

**Quality:** Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

**Accountability:** Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

### KEY RESPONSIBILITIES

#### **Financial Management and Reporting**

- Coordinate and manage Council's month-end and year-end financial close processes and ensure all finance activities are completed accurately and within established timeframes.
- Coordinate the month-end close process across the Finance team, including the preparation and review of reconciliations, journals, accruals, prepayments and financial adjustments.

- Ensure all balance sheet reconciliations, including bank accounts, control accounts and subsidiary ledgers, are prepared, reviewed and resolved in a timely manner.
- Review and analyse financial information to ensure the integrity, completeness and accuracy of Council's financial records.
- Coordinate the provision of accurate and timely financial information and supporting documentation to the Accountant for the preparation of monthly management reports, annual financial statements and budget monitoring reports.
- Monitor Council's financial performance against budget and assist the Accountant in investigating significant variances, trends and emerging financial issues.
- Monitor compliance with the Local Government Act 2009, Local Government Regulation 2012, Australian Accounting Standards and Council's financial policies and procedures.
- Develop and maintain month-end and year-end reporting timetables, ensuring Finance staff understand their responsibilities and meet reporting deadlines.
- Escalate significant financial issues, risks and emerging matters to the Director Corporate Services and recommend appropriate actions.

### **Financial Policy and Governance**

- Assist in the review, development, and implementation of Council's financial policies, procedures, and internal control frameworks
- Ensure policies are consistent with legislation, accounting standards, and best practice guidelines
- Support management and staff in the practical application and interpretation of financial policies
- Contribute to continuous improvement by identifying opportunities to strengthen financial governance and compliance

### **Budgets and Forecasting**

- Assist the Director of Corporate Services in the preparation of the annual budget and long-term financial forecasts
- Coordinate departmental submissions and monitor actuals against budget
- Provide regular management reporting and financial analysis

### **Audit and Compliance**

- Coordinate the provision of financial information, reconciliations and supporting documentation required for the preparation of annual financial statements and Queensland Audit Office (QAO) audit deliverables.
- Assist the Accountant by responding to auditor requests and ensuring information and supporting documentation is complete, accurate and provided within agreed timeframes.
- Coordinate the implementation and monitoring of audit recommendations and support ongoing compliance with internal controls, policies and procedures.
- Identify and escalate control deficiencies, compliance risks and audit matters to the Director Corporate Services and recommend appropriate corrective actions.

### **Team Leadership and Support**

- Coordinate and oversee the day-to-day operations of the Finance team and ensure work is appropriately allocated and completed within required timeframes.
- Supervise, support and mentor finance staff in delivering effective financial, payroll and rating services.
- Monitor team performance and provide training, coaching and guidance to build capability and improve service delivery.
- Foster a culture of accountability, teamwork, customer service and continuous improvement.
- Act as the first point of escalation for operational finance matters and provide support to the Director Corporate Services in managing the Finance function.

### **Systems and Process Improvement**

- Oversee the integrity of financial and rating data within SynergySoft
- Identify process improvement opportunities and assist with system upgrades and automation initiatives

### **Fleet, Plant, and Asset Support**

- Monitor and review fleet and plant costing allocations and recoveries
- Assist with asset accounting, valuation, and capitalisation processes in line with Council's asset management policy

### **General Duties**

- Maintain up-to-date procedure manuals for relevant work areas.
- Liaise with Council's auditors as required.
- Coordinate and provide accurate and timely financial information and supporting documentation to the accountant for the preparation of monthly management reports.
- Provide reports as required and directed.
- Provide assistance to and relief for staff within the Finance Section as required.
- Assist with any other duties as requested by the Director Corporate Services or Chief Executive Officer.

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### **KEY SELECTION CRITERIA**

- Degree qualification in Accounting, Finance, Commerce or a related discipline, and/or membership or progress towards membership with CPA Australia or Chartered Accountants Australia and New Zealand (CA ANZ).
- Demonstrated experience in finance or accounting, including financial reporting, reconciliations and maintaining accurate financial records.
- High level of competence in financial systems and Microsoft Office applications, particularly Microsoft Excel.
- Strong analytical, problem-solving and organisational skills, with demonstrated attention to detail and a commitment to continuous improvement.

- Demonstrated ability to supervise, support or mentor team members and contribute positively to a collaborative and high-performing team environment.
- Well-developed written and verbal communication skills, with the ability to prepare reports and communicate effectively with internal and external stakeholders.
- Demonstrated ability to interpret and apply policies, procedures and legislative requirements, and to quickly learn new systems and processes.
- Demonstrated ability to review and improve financial processes, procedures and internal controls to support effective governance and operational efficiency.
- Demonstrated organisational and time management skills, including the ability to prioritise competing tasks and meet deadlines.
- Demonstrated commitment to maintaining confidentiality, exercising sound judgement and adhering to professional and ethical standards.
- Demonstrated knowledge of, and commitment to, the Work Health and Safety Act 2011, associated regulations and Council policies and procedures.

Note: Previous local government experience is desirable but not essential. Council welcomes applications from candidates with experience in public practice, commercial organisations or other industries who are willing to develop their knowledge of local government finance.

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## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **Essential**

- Tertiary qualification in Accounting, Finance, Commerce or a related discipline.
- Demonstrated experience in finance or accounting, including financial reporting, reconciliations and maintaining accurate financial records.
- Sound working knowledge of Microsoft Office applications, particularly Microsoft Excel.
- Demonstrated ability to learn and apply new financial systems, legislation, policies and business processes.
- Strong analytical, organisational and problem-solving skills, with demonstrated attention to detail and accuracy.
- Demonstrated ability to supervise, support or mentor team members and contribute positively to a collaborative team environment.
- Satisfactory National Police Check and Pre-Employment Medical Assessment, as required.

### **Desirable**

- Membership of, or eligibility to commence, CPA Australia or Chartered Accountants Australia and New Zealand (CA ANZ).
- Experience in local government finance, government accounting, public practice or commercial accounting environments.
- Experience in asset accounting, asset valuation, and fleet or plant financial management.
- Experience with enterprise finance systems and electronic document and records management systems.
- Demonstrated commitment to continuous improvement and ongoing professional development.

**Note:** Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

**Corporate Accountabilities**

- Demonstrated commitment to apply and adhere with Council’s Policies and Procedures and Local Government Act 2009, including but not limited to Council’s Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers’ specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

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**Work Health and Safety Responsibilities**

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.
- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Work Health and Safety Act 2011 (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council’s WHS policies and procedures and WHS practices within individual work teams.

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**EXTENT OF AUTHORITY**

As per Council’s Delegation Register.

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**Position Description Acceptance**

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

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_