



# **RECRUITMENT INFORMATION PACKAGE**

## **MANAGER FINANCE**

**FULL TIME**

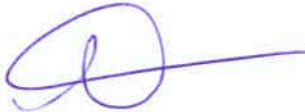
Applications will be accepted until Close of Business on **29 February 2024**

## JOB TITLE - STATUS

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description  
*(Note this document contains the selection criteria for the position)*
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or via email to [ebrowne@bridgetown.wa.gov.au](mailto:ebrowne@bridgetown.wa.gov.au).



Nicole Gibbs  
**CHIEF EXECUTIVE OFFICER**

# VACANCY

## MANAGER FINANCE FULL TIME

We are looking for an enthusiastic and suitably qualified Manager Finance, to join the Corporate Services team in the Shire of Bridgetown-Greenbushes.

Reporting to the Executive Manager Corporate Services, this role offers an exciting opportunity to ensure corporate compliance in all things financial for the Shire. As the successful candidate, you will provide management and leadership for all functions of Finance and Customer Services within the Corporate Services Department. The position aligns the Department-related strategies to business objectives.

To be successful, you will be expected to possess the required level of skills and experience to fulfil this role. You will have substantial demonstrated practical experience at a supervisory or management level including demonstrated working knowledge of Australian taxation legislation and systems in particular goods and services tax (GST), fringe benefit tax (FBT) and pay as you go (PAYG) as they apply in a local government setting.

The position is offered at Level 9 negotiated salary of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Collective Agreement 2023, with an annual salary of \$110,000pa.

The Shire is an equal opportunity employer and encourages suitable applicants from all nationality, race, gender, and creeds. Applicants must be eligible to work in Australia.

### HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au).

Your confidential application, addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by close of business, **Friday 29 February 2024**.

Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au), via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

**NOTE:** Late applications will not be accepted, therefore you are encouraged to submit your details early.

## POSITION DESCRIPTION

1. **POSITION TITLE**                      Manager Finance

2. **DEPARTMENT**                        Corporate Services

3. **AWARD COVERAGE AND CONDITIONS**

Permanent Position with a salary of \$110,000 per annum in accordance with the provisions of clause 13.6 of the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement. Reasonable overtime is an expectation of the role. The remuneration for which has been factored in to your annual rate of pay.

4. **POSITION OBJECTIVES**

To provide management and leadership for all functions of Finance and Customer Services within the Corporate Services Department. The position aligns the Department-related strategies to business objectives.

5. **REQUIREMENTS OF THE POSITION**

5.1 **Skills**

- Well-developed interpersonal and communication skills
- Proven experience in mentoring, guiding and supervising staff
- Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders
- Have demonstrated technical skills combined with the ability to effectively supervise, motivate, and develop staff capabilities
- Have excellent time management skills and ability to work with competing deadlines to ensure compliance with legislative timeframes
- A clear communicator who can provide advice in a practical and concise manner
- Employ the mind set of continuous improvement and support team members to review and analyse processes to identify process improvements
- High level of computer literacy and proficiency

## 5.2 Knowledge

- Thorough working knowledge of the Local Government Act 1995 and associated regulations, with experience in interpreting a range of legislation that is complex in nature
- Extensive knowledge of SynergySoft Financial
- Working knowledge of Australian taxation legislation and systems in particular goods and services tax (GST), fringe benefit tax (FBT) and pay as you go (PAYG) as they apply in a local government setting
- Thorough working knowledge of the Local Government Act 1995 and associated regulations, with experience in interpreting a range of legislation that is complex in nature

## 5.3 Experience

- Substantial demonstrated practical financial experience at a supervisory or management level
- Exposure to best practice principles in the achievement of continuous improvement in an organisation
- Experience in a similar position within local or State government desirable
- Strong background in financial planning, budget preparation and monitoring, financial statement preparation, keeping of accounting records and asset identification

## 5.4 Qualifications

- Completion of a recognised tertiary qualification in a relevant discipline and/or equivalent experience
- Extensive experience in both accounting and management at a senior level
- Strong background in financial planning, budget preparation and monitoring, financial statement preparation, keeping of accounting records and asset identification
- Substantial experience in transforming and enhancing the performance of teams and services with an emphasis on value for money and a strong customer focus
- Extensive experience in building productive partnerships and relationships with stakeholders to achieve organisational outcomes
- Experience in Local Government is desirable
- Class C drivers license

## 6.1. Finance

- Ensure the timely and accurate compilation of Shire's annual budgets and strategic financial plans including:
  - develop and manage an efficient budget process
  - assist other staff members with the development and preparation of budget proposals
  - ensure the budget is consistent with organisational strategies
  - prepare budget documents for Council approval by set deadlines
  - ensure financial plans and budgets are linked to the Council plans

- Develop and apply control procedures which will protect the integrity of Shire’s financial systems including:
  - ensure the reliability of Shire’s financial information systems
  - adhere strictly to the relevant provisions of the Local Government Act, Local Government Regulations, Australian Accounting Standards
  - prepare regular, accurate and timely financial reports to Council and staff to ensure that Council’s financial goals and obligations are met
  - ensure all financial and other records are prepared and kept in such a manner as to pass the most stringent audits
  - Facilitate audits of Council’s annual financial statements and other audits as required
  - Fulfill the duties and responsibilities as required by the financial provisions of the Local Government Act
  
- Develop, implement, and maintain management practices which will:
  - ensure the complete and accurate recording of all Council’s assets in comprehensive assets register
  - recognise the cost of acquiring and maintaining assets and ensuring that these costs are considered in Council’s budgets and associated costings
  - assist Council in making decisions on the acquisition and disposal of assets.
  - Prepare agenda items for consideration by Council and attend council meeting when necessary

## 6.2. Corporate Responsibilities

- Contribute to the development of corporate policies and procedures
- Contribute to organisational performance as a manager including being a member of the Shire’s Management Group

## 7. WORK HEALTH & SAFETY

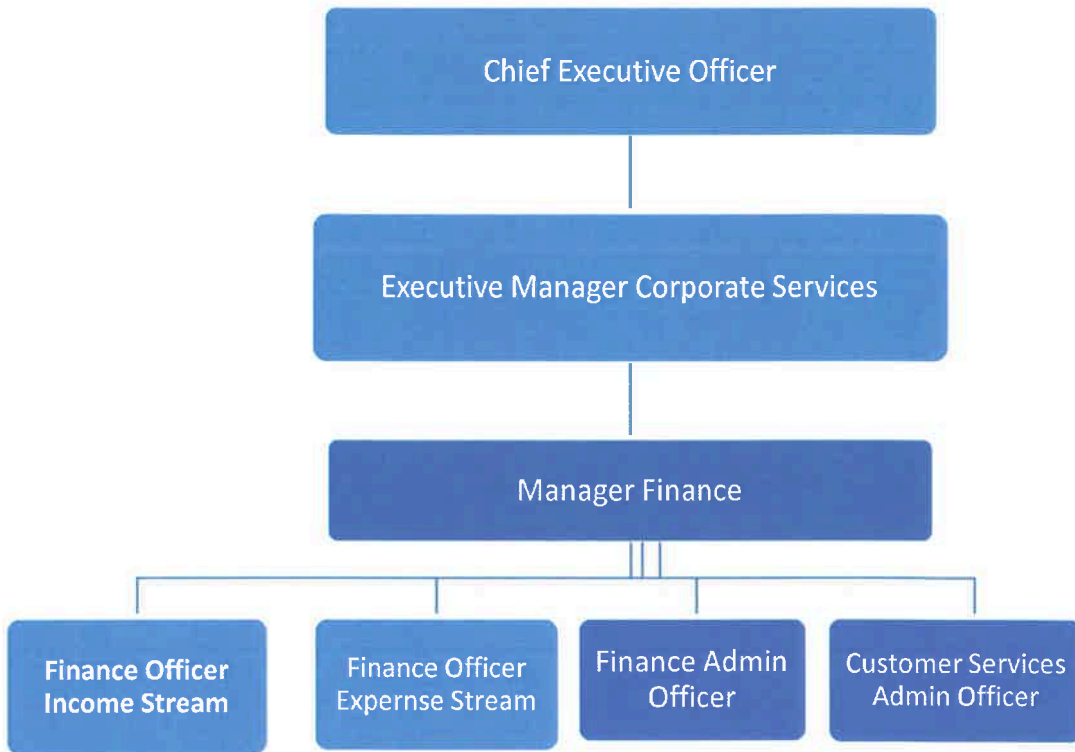
- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary
- Report all accidents, incidents and hazards. Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant
- Eliminate and control hazards in the workplace using the hierarchy of controls
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public

## 8. Organisational Relationship

Reporting to: Executive Manager Corporate Services

Manages: Financial and Customer Services Employees

External & Internal: Auditors, Banks, External Contractors, General Public, Customers, all Shire Staff



**9 EXTENT OF AUTHORITY**

Operates within the limits of statutory requirements, Council policies and delegated authority.

10 **SELECTION CRITERIA**

Criterion	Essential	Desirable
Tertiary qualification in a relevant discipline and/or substantial demonstrated experience in a relevant field.	✓	
Strong background in financial planning, budget preparation and monitoring, financial statement preparation, keeping of accounting records and asset identification.	✓	
Demonstrated effective interpersonal skills to facilitate interaction, cooperation and trust with relevant groups and individuals to achieve desired outcomes and establish and maintain strong and productive working relationships.	✓	
Well-developed written and verbal communication skills including the ability to communicate recommendations clearly and succinctly.	✓	
A demonstrated high degree of personal integrity and creditability and the ability to represent the Shire with professional competence.	✓	
Thorough working knowledge of the Local Government Act 1995 and associated regulations, with experience in interpreting a range of legislation that is complex in nature.	✓	
A demonstrated ability to improve and enhance processes and practices and add value to the organisation.	✓	
Demonstrated ability to provide effective leadership for a multidisciplinary team	✓	
Working knowledge of Australian taxation systems in particular; goods and services tax (GST), fringe benefit tax (FBT) and pay as you go (PAYG) as they apply in a local government setting	✓	
Previous experience in a similar position within State or local government.		✓
Current unrestricted C class driver's licence.	✓	



I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE

Employee

Signature:

Date:

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Supervisor

Signature:

Date:

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# INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

## **Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

## **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criteria*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

### **Lodging your Application**

Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au); or

Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255

### **Acknowledgment of Applications**

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

### **The Interview Process**

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

### **Preferred Applicant**

*(This section will not apply if the preferred applicant is a current member of the Shire staff)*

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver’s licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

### **Other Requirements**

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

### **Queries**

If you have queries with regards to completing your application, please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or [ebrowne@bridgetown.wa.gov.au](mailto:ebrowne@bridgetown.wa.gov.au)

*For information on the Shire of Bridgetown-Greenbushes, visit our website*  
[www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)