

Financial Management Coordinator

Due to the pending retirement of a long serving employee an opportunity has arisen for a Financial Management Coordinator to join our team.

This position is responsible for leading the Financial Management team in providing accounting services to Council, overseeing the operation of Council's computerised financial systems and providing information and support to Managers and Officers.

About the role:

This position would be suited to someone with exceptional leadership skills. This position involves the interpretation and application of accounting standards and legislative requirements for accounting, assets, budgeting and reporting. The successful candidate will be responsible for overseeing GST and FBT taxation, debtors functions, loan dealings with QTC, end of period and end of year reconciling and reporting procedures, and the preparation of annual and revised budgets and financial statements.

Why work for us?

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 7 (\$115,645pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/78 – Financial Management Coordinator** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/78, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 4 December 2024 at 5:00pm.

For further information please contact the Director Corporate and Community Services – Kim Olsen on (07) 4783 9800.

Financial Management Coordinator

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. A Degree or Associate Degree in areas of Accounting / Management / Business Administration or Local Government with a combination of experience, expertise and competence sufficient to perform the duties.
2. Comprehensive knowledge of accounting principles, standards and legislative requirements of financial operations.
3. Considerable experience in the operation of computerised financial systems.
4. Considerable experience in supervisory role with the ability to mentor and develop others.
5. Demonstrated ability to undertake a range of projects and tasks, address issues and prioritise to meet deadlines and performance targets with limited supervision.
6. Demonstrated high level of both written and oral communication skills.

Desirable

1. Experience in Technology One financial systems software.
2. Experience in Local Government functions and administration.

Position Number	20022
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1 – Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 7
Reports To	Manager Financial and Administrative Services
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Provide Accounting services to Council and lead the Financial Management Section. Oversee the operation of Council's computerised financial systems, providing information and support to Managers and Officers.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Interpret and apply requirements of accounting standards, legislative requirements for accounting, assets, budgeting and reporting.
- Oversee GST and FBT taxation.
- Oversee Debtors function.
- Oversee all loan dealings with QTC.
- Oversee end of period and end of year reconciling and reporting.
- Design, define, and prepare monthly and ad hoc reports.
- Technology One CES System Administration.
- Provide support and training to other users on the Technology One CES system.
- Monitor efficiency of financial processes.
- Prepare annual and revised budgets and financial statements.
- Manage Council's related party documentation.
- Support Managers with budget process and financial reporting.
- Complete statistical returns for Council.
- Prepare ten-year forecasting reports.
- Identify and resolve policy and procedure issues related to accrual accounting and taxation.
- Establish and maintaining effective relationships with key stakeholders.
- Coordinate external financial audit and resolve matters raised.

- Liaise with Manager Financial & Administrative Services and Manager Client Services on development, installation, and implementation of upgrades, modifications and enhancements to financial systems and related application software.
- Assist senior officers with specific projects/activities.

Position Requirements

Knowledge

- Comprehensive knowledge of financial accounting, budgeting, practice and procedures.
- Comprehensive knowledge of computerised financial systems.
- Comprehensive knowledge of accounting principles and standards and legislative requirements of financial operations of local government.
- Comprehensive knowledge of policies, regulations and statutory requirements relating to the work area.
- Advanced knowledge of sections and departments functions and operation of Council structure.

Skills

- Intermediate to advanced skills in the use of Excel.
- Intermediate to advanced writing.
- Intermediate to advanced report writing.
- Advanced time management.
- Management of personnel resources.
- Proficient in operation of computer software systems, packages and Microsoft Office.

Abilities

- Ability to interpret and apply requirements of accounting standards, legislative requirements for accounting, budgeting and reporting.
- Ability to interpret taxation legislation.
- Ability to provide expert information and advice to senior officers.
- Ability to resolve procedural issues and develop work methods where none exist.
- Ability to mentor and develop others.
- Ability to motivate, gain co-operation and discuss and resolve problems.
- Ability to assist senior officers with specific projects.

Other Requirements

- Personal attributes of honesty and integrity, commitment, enthusiasm, reliability, personal presentation, adaptability, and the ability to deal with pressure.

Experience and Qualifications

- Degree or Associate Degree in areas of Accounting / Management / Business Administration / Local Government.
- CPA or CA qualification is desirable.
- Experience in the operation of computerised financial systems.
- Experience in Accounting and taxation.
- Experience in Technology One financial systems software.
- Experience in Local Government functions and administration.
- C class driver's licence.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under limited direction.
- Normally supervises other employees and establishes and monitors work outcomes.

Extent of Authority

- Manages a work area of Council.
- Has significant delegated authority. Selection of methods and techniques are based on sound judgement (guidance is not always readily available within the organisation).
- Decisions and actions taken at this level may have a significant effect on programs/projects/work areas being managed.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.
- Set the goals and parameters.
- Identify major issues.
- Ensure that all team members know the goals, parameters, and major issues.
- Facilitate input by team members.
- Make timely decisions.
- Assign tasks.
- Coach team members.
- Ensure that the team monitors progress, analyses results, and make appropriate changes.
- Establish and maintain an effective team environment.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.
- Develop and implement strategies to coach and train colleagues and teams to improve customer service.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of written and verbal communication.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to improve the quality of work.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.
- Develop and implement strategies to coach and train colleagues and teams to reduce adverse environmental impacts.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.
- Develop and implement strategies to coach and train colleagues and teams to improve work health and safety.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.
- Develop and implement strategies to coach and train colleagues and teams to improve workplace efficiency.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.