

Application Package

Manager Finance and Corporate Services



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Working together to advance our Islands.

Service
Accountability
Support
Respect
Integrity
Achievement

Background Information

About the Cocos (Keeling) Islands

The Shire of the Cocos (Keeling) Islands are an Australian Territory located in the Indian Ocean at Latitude 12 deg 10' South longitude 96 deg 50' East. The islands lie 2,768 km north-west of Perth, 3,685 km due west of Darwin, approximately 900 km south-south west of Christmas Island and approximately 1,000 km south-west of Java and Sumatra. The highest point above sea level is 9 metres which is located on South Island. The islands in the southern atoll comprise an area totalling 14 square kilometres.

The two inhabited islands are Home Island, the home of the Cocos Malay community and the Shire Office, with a population of 466, and West Island on which is located the airport, Government offices, the homes of virtually all Government and contracted employees, and some private residences, with a population of 141.

North Keeling Island, an atoll approximately 27 km north of the southern atoll is protected as a World Heritage Reserve under the management of Parks Australia.

The only passenger transport connection with the rest of the world is by an air service to Christmas Island and Perth. Currently this service operates twice weekly with additional flights during peak periods.

The climate is sub-tropical with mean daily maximum temperatures ranging from 28 deg C (August) to 29.9 deg C (February/March) and mean daily minimum temperatures ranging from 23.4 deg C (August/September) to 24.9 deg C (March/April). Relative humidity ranges from 72% to 78%. The islands are affected by cyclonic conditions, but are rarely in the direct path of cyclones.

The Cocos Malay community speak Cocos Malay with English as a second language. Bahasa Indonesia and English are taught in the schools. Islam is the religion of the Cocos Malay people.

Background Information

History of Council

On the 1st July 1992 the *Territories Law Reform Act* came into effect by which the Commonwealth Government applied Western Australian laws to the Cocos (Keeling) Islands. The *Local Government (Transition) Ordinance 1992* established the Shire of the Cocos (Keeling) Islands by absorbing its predecessors the Cocos (Keeling) Islands Council. Through the *Applied Laws (implementation) Ordinance 1992*, the *Local Government Act 1995 (WA) (CKI)* became the legal charter for the Council. From the 1st July 1996, the *Local Government Act 1995 (WA) (CKI)* superseded the previous *Local Government Act*.

The Council is therefore required to operate as if it were a West Australian local government subject to the laws of that State in respect of all operations.

The Shire Council inherited all the assets, liabilities, rights and obligations of the former Cocos (Keeling) Islands Council that existed at the commencement of the *Territories Law Reform Act 1992*. The employees of the former Council became the employees of the new Shire Council. The municipality is not divided into wards. The first full election under the *Local Government Cocos (Keeling) Islands* was held in May 1993.

Over the next ten years the Shire's role progressively evolved as the Commonwealth divested itself of a range of functions normally undertaken by local government and as a result restructured its own functions on the islands.

Strategic Community Plan

The Strategic Community Plan of the Shire of Cocos (Keeling) Islands outlines the vision, aspirations and objectives of the community until 2037.

The Plan can be found on the shire website: www.shire.cc

About the Position

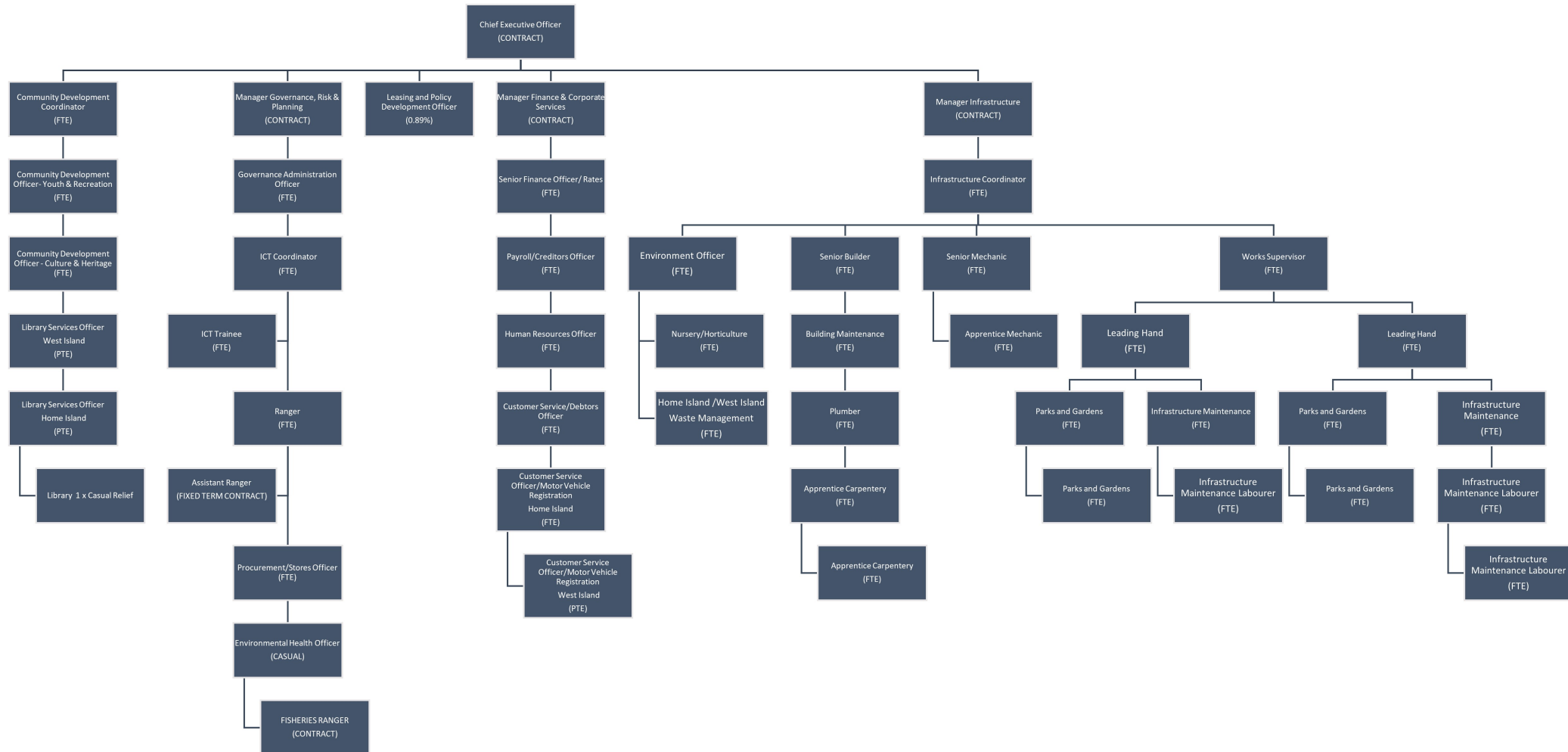
Objective of the Role

Leads and manages all aspects of the Finance and Corporate Services team and ensures that long term financial planning, budgeting and financial reporting complies with Accounting Standards, *Local Government Act 1995 (WA) (CKI)* and other relevant legislation. This position assists the team to monitor and achieve the targets set in the Shire's vision and provides high level financial and corporate advice to the Shire.

Business Unit streams include:

- Finance & Rates
- HR
- Customer Services and Motor Vehicle Registry (MVR)
- Strategic Planning
- Assets and Property
- Payroll

Organisation Structure



About the Position

The Person

The Manager Finance and Corporate Services role provides leadership across a division that has primary responsibility for the finance and corporate services of the Shire. You will be hands on and have sound, demonstrated experience in leading and mentoring a multi-disciplinary team; have highly developed communication and interpersonal skills and you will work towards championing the organisation to continually improve.

The desired skills and personal attributes for the new Manager Finance and Corporate Services include (in no particular order):

- A dynamic, inspirational leader who can drive others to get things done
- Incredibly thorough and proactive
- Able to navigate Excel with a ninja like sixth sense
- Being flexible and a leader in living our values
- Someone who is respectful and genuinely values team members input
- Open to all ideas
- Focused on coaching, mentoring and growing people. It's all about helping people to be the best they can be.
- Approachable, open and friendly. Easy to get on with and brings cake or curry to share.
- Able to undertake the day-to-day hands on activities as well as the high level planning and strategy work
- More than the everyday accountant. You will have the ability to work closely with the Chief Executive Officer and other team members in developing and achieving organisational plans and objectives.
- Comfortable in dealing with the community on a broad range of issues and in being the face of Council for a range of projects, plans and initiatives.
- An ability to draw a line between work life and home life and understand that you will be working, living and playing amongst the same community.

Total Remuneration Package

This position is offered on a three to five year contract with the Total Remuneration Package (TRP) based on the skills, abilities and experience the preferred applicant will bring to the role. It will comprise of a salary in the range of \$115,000 to \$130,000 plus superannuation, as well as the following:

- (i) district allowance of \$15,000
- (ii) additional superannuation contribution of up to 5% per Shire matching policy;
- (iii) the provision of a motor vehicle with unrestricted private use plus all expenses associated with the running of the motor vehicle such as servicing, registration, insurance and fuel.
- (iv) subsidised housing, including utilities and phone/internet allowance;
- (v) 5 weeks annual leave;
- (vi) professional memberships/subscriptions valued at \$1,500 per year;
- (vii) opportunities for professional development;
- (viii) 2 x return airfares (economy class) for you and your family (non-business related) per annum; and
- (ix) generous relocation expenses.

The Recruitment Process

The position has been advertised on the following mediums:

- The Atoll Newsletter (Statewide Publication for Shire of Cocos (Keeling) Islands);
- The Shire's website;
- Shire Noticeboards;
- Shire Facebook Page;
- Seek.com.au, Local Government Professionals WA, Local Government Appointments;

and has closing time and date of **5pm WST, Sunday 5th May 2024**.

Prior to submitting an application, you are encouraged to speak with Frank Mills, Chief Executive Officer, for an informal discussion to establish your suitability for the role - contact Frank on (08) 9162 6649. Enquiries will be dealt with in the strictest confidence.

Shortlisting and interviews

A shortlist of candidates for interview with the Interview Panel will be selected the week after applications close. Interviews may be held at a location within the Perth metropolitan area or online over TEAMS.

The Recruitment Process cont...

Preferred Applicant

Referee checks will be carried out for the preferred applicant and your approval will be sought prior to this commencing – a minimum of three Referees must be provided with a minimum of one being a current supervisor.

Preferred applicants will also be required to provide copies of all claimed qualifications, a current National Police Clearance (received no earlier than 3 months prior) and to successfully complete a Pre-Employment Medical (including Drug and Alcohol Testing) organised by and at the cost of the Shire.

A familiarisation trip to the Cocos (Keeling) Islands may be offered prior to finalising an offer of employment.

Selection Criteria

1. Considerable experience of coaching, mentoring and managing people at various levels.
2. Experience in successfully managing budgets and preparing financial reports that comply with relevant legislation.
3. Comprehensive knowledge of and ability to interpret Acts, Regulations and Policies.
4. Proven track record of successful project management and using initiative and flexibility in prioritising tasks, meeting deadlines and achieving objectives.
5. The ability to demonstrate a genuine commitment to providing the highest quality of customer service.
6. Well-developed ability to communicate with a variety of stakeholders and carryout effective community engagement.
7. Demonstrated experience of establishing and maintaining effective working relationships both internally and externally.
8. Creative thinker with an ability to problem solve and make sound decisions.
9. Tertiary qualification in a relevant discipline and a Membership to a relevant professional association (CA, CPA).
10. Sound knowledge of Local Government (desirable).

How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application: Your application should include a covering letter (No more than 2 pages) explaining your interest in and suitability for the position and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position against the selection criteria. Applicants who best demonstrate that they meet the competency requirements will be shortlisted. Please address the Application to Human Resources Officer, Cocos (Keeling) Islands and email to lanif.yakin@cocos.wa.gov.au prior to the application close time/date.

Please ensure you provide a signed copy of the Declaration along with your application, this can be found at Appendix I.

Referees: Applicants should provide the names and contact details of at least three current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position.

Other Documents: It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Originals may be requested at a later date.

Interviews: Interviews will be conducted by the panel either at a location within the Perth metropolitan area or over TEAMS.

Police Clearance, Pre-Employment Medical (incl Drug and Alcohol Test): Preferred applicants will also be required to provide copies of all claimed qualifications, a current National Police Clearance (received no earlier than 3 months prior) and to successfully complete a Pre-Employment Medical (including Drug and Alcohol Testing) organised by and at the cost of the Shire.

How to Apply cont...

Late Applications: Late Applications will not be accepted.

Equal Opportunity: Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Further information: Further information on the Shire of Cocos (Keeling) Islands can be found at www.shire.cc.

Appendix I - Declaration

It is a requirement of applicants applying for the Shire of Cocos (Keeling) Islands' Manager Finance and Corporate Services position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Cocos (Keeling) Islands, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application. I understand that the Shire of Cocos (Keeling) Islands reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant.

I understand any information obtained by the Shire of Cocos (Keeling) Islands during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant. I authorise the Shire of Cocos (Keeling) Islands, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name: _____


Signature: _____

Dated : / /



Home Island Office

 Lot 256 Jalan Melati, Home Island

 (618) 9162 6649

West Island Administration Office

 Office 5, Administration Building, West Island

 (618) 9162 6740



PO Box 1094, Cocos (Keeling) Islands, WA 6799



Shire of Cocos Keeling Islands