



MAJU PULU KITA | ADVANCE OUR ISLANDS

Position Description

Position	Manager Finance & Corporate Services
Section	Office of the CEO
Award / Agreement	Negotiated
Classification (Level)	Negotiated
Term of Employment	Fixed Term – 3 to 5 years
Location	West Island / Home Island
Reports to	Chief Executive Officer
Number of Direct Reports	6

The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

Vision & Values

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SERVICE. Provide the best service we can. We serve the community and each other.

ACCOUNTABILITY. We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

SUPPORT. We support our team and our community. Look for opportunities to help each other.

RESPECT. We respect and value others. Our interactions are always respectful towards others.

INTEGRITY. We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

ACHIEVEMENT. Being Proactive and enabling the outcomes. Be creative and think outside the square.



MAJU PULU KITA | ADVANCE OUR ISLANDS

Position Objective

To lead and manage all aspects of the Finance and Corporate Services team and ensure that long term financial planning, budgeting and financial reporting complies with Accounting Standards, *Local Government Act 1995 (WA) (CKI)* and other relevant legislation.

Business Unit stream include:

- Finance
- Rates
- Human Resources & Payroll
- Customer Service
- Motor Vehicle Registry (MVR)

Primary Responsibilities

- Manage the delivery of financial services for the Shire of Cocos (Keeling) Islands to ensure long term sustainability and compliance with Accounting Standards, the *Local Government Act 1995 (WA) (CKI)*, and other relevant legislation.
- Assist in the development of the Shire's Integrated Planning Framework including: Strategic Community Plan, Corporate Business Plan, Workforce Plans, Asset Management Plans and other.
- Develop and maintain financial plans required for the Shire's Integrated Planning Framework including: Long Term Financial Plan, Statutory Budget, Budget Review and Financial Reports.
- Lead and develop the finance and customer services team, including rates, finance, MVR, customer services, payroll, human resources and assets and property to ensure required capabilities are maintained and the team works with a strong customer service ethos
- Provide professional advice to the Shire, Leadership Team and staff in relation to the Shire's financial obligations and strategic direction.
- Manage and conduct research and projects as required for the finance function.
- Develop productive relationships with Shire Officers, Council, Shire auditors and other stakeholders to carry out prudent management of the Shire's finances.
- Produce financial information for Council meetings.
- Attend meetings, workshops and any required committee meetings to provide information on the Shire's finance and corporate services.
- Ensure all finance and human resources related records are created and captured



MAJU PULU KITA | ADVANCE OUR ISLANDS

in accordance with legislative requirements and Council policies and procedures.

- Comply with the Shire's policies, procedures and relevant legislation; and meet Occupational Safety & Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.
- Actively contribute to and support the implementation of the Shire's OH&S focus.
- Proactively engage with the community and key stakeholders on matters relating to the Finance Department.
- Assist in the development and monitoring of systems, standards, procedures, policies and performance measures to facilitate a culture of continuous improvement.
- Relieve the position of Chief Executive Officer from time to time as required and in accordance with Council Policy.
- Any other duties as required by the Chief Executive Officer inline with incumbents skills and experience.

Required Knowledge & Skills

- Considerable experience in coaching, mentoring and managing people at various levels.
- Experience in managing budgets and preparing financial reports that comply with relevant legislation.
- Comprehensive knowledge of and ability to interpret Acts, Regulations and Policies.
- Strong proficiency in Microsoft excel
- Proven track record of successful project management and using initiative and flexibility in prioritising tasks, meeting deadlines and achieving objectives.
- Genuine commitment to providing the highest quality of customer service.
- Well-developed ability to communicate with a variety of stakeholders and carryout effective community engagement.
- Demonstrated experience of establishing and maintaining effective working relationships both internally and externally.
- Creative thinker with an ability to problem solve and make sound decisions.

Required Qualifications & Experience

- Tertiary qualification in a relevant discipline



MAJU PULU KITA | ADVANCE OUR ISLANDS

- Membership to a relevant professional association (CA, CPA).
- Sound knowledge of and experience within Local Government

Organisational Relationships

Reports to	Chief Executive Officer
Supervises	Senior Finance Officer Human Resources Officer Creditors / payroll Officer Debtors / Customer Service Officer MVR / Customer Service Officer/s
Internal stakeholders / relationships	Council, Executive Leadership Team, All Shire Staff
External stakeholders / relationships	Auditor, ATO, WALGA, Local Community, rate payers, debtors, creditors, Department of Infrastructure and other various government bodies.

Accountability and Extent of Authority

- Works under the general and high level supervision of the Chief Executive Officer
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
 - Local Government (Financial Management) Regulations 1996
 - Equal Opportunity Act 1984
 - Delegation Register
 - Code of Conduct (including Confidentiality & Privacy)
 - Customer Service Charter
 - Drug & Alcohol Policy
 - Occupational Safety & Health Policy

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.

- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Act 1984 and the Occupational Safety and Health Regulations 1996 at all times.

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.



Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire’s processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name
 Employee Signature
 Date

Authorised By
 Name
 Signature
 Position
 Date