

CITY OF BELMONT

# Career Opportunities

## MANAGER FINANCE

**Total Remuneration Package \$166,009 – \$234,491pa**

**Includes superannuation, vehicle & allowances**

**Cash Component \$139,308 – \$200,460pa**

**5 year negotiated contract**

### **About us:**

The City proudly offers its residents and visitors facilities, services, events, spaces and plans for the future, for the community to live, work and play in ways that are healthy, efficient, safe and sustainable along with spectacular views of the Swan River, close proximity to the Perth Central Business District and houses the Perth Domestic and International Airports.

### **About the role:**

The City of Belmont has a unique opportunity for an inspiring leader with the drive and experience necessary to take a leading role in achieving strategic outcomes and organisational goals across the Finance Department.

Reporting to the Director Corporate & Governance, you will provide advice and support to ensure long term financial planning, budgeting and reporting complies with Accounting Standards and legislative requirements. Through your leadership, direction and guidance you will lead and manage all aspects of the Finance Department which includes Finance, Rates, Procurement, Creditors and Grants.

### **About you:**

We are seeking someone with extensive experience working at a senior level in accounting with experience in successfully managing organisational budgets and preparing financial reports that comply with legislation. Having a relevant qualification along with eligibility for membership of the Institute of Chartered Accountants Australia or Certified Practising Accountants Australia is also required.

If this is you and you meet the required skills, experience and knowledge outlined in our Job Description, we would welcome your application.

**Applications close Monday, 12 December 2022.**

**Please note: Applications are considered as they are received, and interviews will be arranged accordingly. The City reserves the right to close adverts early, therefore an early application is encouraged.**

The City of Belmont is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation. We encourage applications from an Aboriginal and Torres Strait Islander heritage, people with disabilities, and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Belmont. If you require an additional support or adjustments regarding interview arrangements, please advise in advance.

**For more information on eligibility requirements and to apply for this position please visit [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au). Further assistance with your application is available by phoning 08 9477 7217.**



**CITY OF BELMONT**  
**JOB DESCRIPTION**

Position Number: 009

Last Reviewed: Nov 22

**1.0 POSITION DETAILS**

Position Title : Manager Finance  
Present Incumbent : VACANT  
Classification : Contract (5 years)  
Division : Corporate & Governance  
Department : Finance  
Location : Civic Centre  
215 Wright Street, Cloverdale  
Employment Status : Full Time

**2.0 POSITION RELATIONSHIPS**

Responsible to : Director Corporate & Governance  
Responsible for : Systems Accountant  
Coordinator Rates  
Coordinator Procurement  
Creditors Officer  
Grants Officer

**3.0 POSITION OBJECTIVES**

Lead and manage all aspects of the day to day operations of the Finance Department, providing advice and support to the Director Corporate and Governance to ensure that long term financial planning, budgeting and reporting complies with Accounting Standards and legislative requirements and achieve strategic outcomes and organisational goals.

**4.0 PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 4.1 Provide strategic leadership and direction to the Finance Department through the provision of professional and effective management of the staff, services and resources, to provide a high level of service delivery.
- 4.2 Monitor and review the strategic financial needs of the City to ensure delivery of the appropriate level and range of services including investigating and evaluating new and existing systems and processes to meet the changing needs of the City.
- 4.3 Provide leadership, direction and guidance in all people management and development activities for the Department, ensuring maximum potential is achieved, developmental needs are met and high performance is maintained.

- 4.4 Coordinate the preparation of the City's financial reports and statements in accordance with applicable accounting standards, City and legislative requirements and in particular, ensuring Tax Office returns (eg FBT, BAS) and other relevant documentation is maintained and administrative practices meet requirements.
- 4.5 Develop financial plans required for the City's Integrated Planning Framework including the Long Term Financial Plan, Statutory Budget, Budget Review and Financial Reports.
- 4.6 Manage the City's incoming grants program by providing effective organisational support in relation to the identification, sourcing, management and acquittal of non-recurrent external funds.
- 4.7 Manage the City's Procurement function including the development and improvement of processes, ensuring compliance with legislative requirements and City policy whilst maintaining a sustainable and accountable procurement process for the acquisition of the City's goods and services.
- 4.8 Prepare Departmental Business Plans including key performance indicators, to ensure they are aligned with the City's Strategic Community Plan and provide reports to the Director Corporate and Governance on progress against targets as required.
- 4.9 Provide high level professional advice and support as required to the Executive, Managers and Councillors on strategic and operational matters to assist them in achieving their specific goals and objectives and attend Council, Committee and organisational meetings and forums as required.
- 4.10 Provide professional advice, direction, guidance and support to other staff of the City, in relation to the City's financial obligations and strategic direction.
- 4.11 Ensure that risk mitigation arrangements are put in place to minimise the risk to the City's business, ensuring data is protected, the City's financial systems are secure and the appropriate authorisations are applied.
- 4.12 Liaise with the Office of the Auditor General and other audits as appropriate, to ensure the City meets its statutory and legal obligations in relation to finance, accounting and taxation matters and prepare and present updated reports to relevant internal forums as required.
- 4.13 Develop, implement and review the strategies, policies, work practices and procedures of the Department to ensure they remain contemporary, sustainable and meet the needs of the organisation, community, applicable legislation and standards.
- 4.14 In conjunction with the City's independent fund advisor and the Director Corporate and Governance, manage the investment of the City's funds in accordance with the Investment of Funds policy and applicable legislation.
- 4.15 Monitor and evaluate relevant organisational, industry and government initiatives and trends and report on their potential impact on the City, providing advice and recommendations for action as appropriate.
- 4.16 Receive general enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices and with the aim of maintaining a strong customer focussed service and good public relations image.



- 4.17 Prepare, co-ordinate and monitor the departmental annual budget to ensure organisational targets are achieved.
- 4.18 Undertake specific projects including relevant research, preparation and presentation of reports and discussion papers for the Director Corporate & Governance, Council, Committees or other forums (internal and/or external), coordinating implementation as required.
- 4.19 Exercise Delegated Authority including authorisation of municipal, trust and overdraft fund payments as required.
- 4.20 Liaise with and attend as required, government departments, agencies, Council, Committee, organisational and community meetings and forums and represent the City on various advisory and management committees as appropriate.
- 4.21 Co-ordinate the regular and ad hoc compilation and analysis of data as required identifying trends and providing options for ways to improve operations and processes.
- 4.22 Effectively manage and demonstrate leadership in Equal Opportunity and Diversity within areas of responsibility and ensure the working environment is free from discrimination harassment and bullying.
- 4.23 Effectively manage and promote compliance with Work, Health & Safety and Environment and risk management policies and procedures to maintain safe work practices and a safe working environment, whilst protecting and sustaining the environment and ensuring prevention of pollution.
- 4.24 Effectively manage and encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- 4.25 Exercise appropriate authority whilst acting in the best interests of the City, its Customers and the Community, meeting legislative and operational requirements.
- 4.26 Undertake other duties as required within the scope and level of this position, as directed by the Director Corporate and Governance.

## **5.0 POSITION REQUIREMENTS**

### **Essential**

- 5.1 Possession of a relevant qualification in Accounting, Finance or other relevant related discipline and Membership or eligibility for membership of the Institute of Chartered Accountants Australia or Certified Practising Accountants Australia.
- 5.2 Extensive relevant experience working at a senior level in accounting with experience in successfully managing organisational budgets and preparing financial reports that comply with relevant legislation
- 5.3 Proven ability to develop organisational Annual Financial Reports with a thorough knowledge of Australian Accounting Standards.
- 5.4 Proven ability to effectively lead, manage and motivate a work team and work cooperatively and effectively with others to set goals, resolve problems and make decisions that achieve results and enhance organisational effectiveness.



- 5.5 Highly developed organisational and administrative skills with ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives whilst achieving a high level of accuracy.
- 5.6 Excellent interpersonal, conflict resolution, negotiation, facilitation and public speaking skills with the ability to communicate with a wide range of people and groups and to positively influence others to achieve results that are in the best interests of the organisation and ensure delivery of a high level of customer service.
- 5.7 Proven ability to research and write complex letters, technical reports and submissions including previous experience in developing, implementing and reviewing policies, strategies and procedures and interpreting and applying legislation, regulations and industry codes of practice.
- 5.8 Highly developed analytical and problem solving skills with the ability to think strategically particularly in relation to analysis of trends and opportunities, whilst accommodating business, political and organisational sensitivity to achieve solutions that are in the best interests of the organisation.
- 5.9 Ability to work effectively under pressure both as a team member and as an individual with minimal supervision, showing initiative in a crisis and/or confrontational situations.
- 5.10 Previous experience in developing, implementing and reviewing policies, strategies and procedures as well as interpreting and applying legislation, regulations and industry codes of practice.
- 5.11 Ability to utilise personal computer applications, in particular the Microsoft Office suite of products (i.e. Microsoft Word, Excel, Outlook) and computerised accounting systems, including advanced skills with spreadsheets, database and reporting tools.
- 5.12 Possession of, or ability to acquire, a current motor vehicle drivers licence.
- 5.13 Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last twelve months).

**Desirable**

- 5.14 Possession of, or progress towards, a recognised management qualification.
- 5.15 Previous experience in a similar role in Local Government or the public sector generally.

