



Finance Manager			
<b>Position Number:</b>	TBC	<b>Department</b>	Corporate Strategy & Performance
<b>Level:</b>	9	<b>Award:</b>	Local Government Officers' WA Award 2021
<b>Remuneration:</b>	\$137,111.99 Base Salary plus superannuation, housing, vehicle and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. \$6,000 retention bonus payable on completion of 3 years of service.		
<b>Reports to:</b>	Executive Manager Corporate Strategy & Performance	<b>Direct Reports:</b>	Internal Account, Finance Officers (x3), External Consultants (as engaged)
<b>Last Reviewed:</b>	Senior People & Culture Officer	<b>Date:</b>	5/01/2026
<b>Approved:</b>	Executive Manager Corporate Strategy & Performance	<b>Date:</b>	5/01/2026

## OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

### Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

## POSITION OVERVIEW

The Finance Manager is responsible for leading the Shire's financial management and accounting functions to ensure accuracy, transparency, strong financial governance, and long-term financial sustainability.

The role delivers both statutory accounting and true management accounting, providing meaningful financial analysis, forecasting and insights that support organisational performance, strategic decision-making and the Integrated Planning & Reporting (IPR) framework.

The position is responsible for the day-to-day operational oversight and coordination of the Finance Team, while also delivering strategic financial advice and governance support across the organisation. The role oversees budgeting, financial modelling, reconciliations, treasury, asset accounting, grants financial oversight, ARIC reporting, financial controls and corporate financial services, supported by an Internal Accountant, three Finance Officers and external consultants where required.

The role operates in alignment with the Local Government Act 1995, Local Government (Financial Management) Regulations, Australian Accounting Standards, Auditor General requirements, and Council policy.

## COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

## KEY ROLE RESPONSIBILITIES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.

### Financial Management, Accounting & Governance

- ★ Lead statutory financial management functions including annual financial statements, monthly and quarterly reporting, budget preparation, budget reviews, and financial dashboards.
- ★ Deliver management accounting including forecasting, scenario modelling, cost allocation, program and project reporting, and business performance insights.
- ★ Ensure integrity of the general ledger, reconciliations, treasury management, bank and balance sheet controls, journals, and end-of-month processes.
- ★ Maintain strong financial governance, probity, compliance, and policy alignment.
- ★ Support continuous improvement of financial systems, processes, documentation and financial controls to strengthen transparency and audit readiness.

### Audit, Assurance & ARIC Interface

- ★ Contribute to internal audit activities led by the Governance team by providing financial data, evidence, subject-matter expertise and input into control testing and process reviews.
- ★ Support the implementation of agreed financial control improvements arising from internal audit findings, risk reviews and ARIC recommendations.
- ★ Prepare high-quality financial reports, analysis papers and progress updates for Council and the Audit & Risk Committee (ARIC) relating to financial governance, reconciliations, audit actions and control improvements.
- ★ Provide regular compliance tracking and reporting to ensure audit actions are documented, assigned, monitored and completed in a timely manner.

### External Audit & Financial Assurance

- ★ Coordinate the financial components of external audit processes, including preparation of working papers, statements and supporting evidence.
- ★ Ensure external audit actions are tracked, reported and progressed to compliance in collaboration with Governance and relevant managers.
- ★ Promote a proactive assurance culture that supports accountability and financial integrity.

### Grants Financial Oversight

- ★ Oversee the financial administration, monitoring and acquittal of grants and funding programs, ensuring compliance with contractual, accounting and audit requirements.
- ★ Maintain accurate grant reporting, milestone tracking and expenditure validation.
- ★ Provide financial advice to project managers on eligibility, risk and funding obligations.

### Leadership & People Management

- ★ Provide day-to-day leadership, coordination and oversight of the Finance Team, ensuring effective workload management, service delivery and operational performance.
- ★ Lead, mentor and develop the team to build capability, accountability and collaborative working relationships.
- ★ Provide professional guidance to the Internal Accountant, Finance Officers and external consultants engaged to support specialist or peak-cycle work.
- ★ Support workforce resilience through cross-training, knowledge sharing and continuous improvement.

#### **Leadership & People Management**

- ★ Support development and monitoring of the Long-Term Financial Plan (LTFP) and strategic financial modelling.
- ★ Provide financial analysis to inform strategic planning, major projects and organisational performance.
- ★ Represent the Shire professionally in dealings with auditors, regulators and stakeholders.

#### **KEY PERFORMANCE OUTCOMES**

- ★ Accurate and timely statutory and management financial reporting.
- ★ Strong reconciliations and financial controls supporting assurance and compliance.
- ★ Positive audit outcomes with tracked and completed audit actions.
- ★ Grants managed and acquitted in line with funding requirements.
- ★ Management accounting insights supporting informed decision-making.
- ★ A capable, collaborative and high-performing Finance Team.

#### **WORK HEALTH SAFETY RESPONSIBILITIES**

- ★ Provide a representative to WHS Committee meetings either as a member and/or as the Chairman of WHS Committee. Make determination (individually or at "ELT" meetings) in relation to relevant recommendations at or
- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Provide sufficient resources and ensure managers and supervisors reporting to them fully comply with their WHS responsibilities.
- ★ Ensure their directorate and department WHS procedures and guidelines are reviewed and updated at appropriate intervals.
- ★ Make regular assessments of WHS performance both in their directorate and strategically as part of ELT and make determination in relation to budgetary provisions for WHS related initiatives/ issues.
- ★ Assist in the maintenance of an effective 'Safety Management System', through effective leadership and consultation with all staff and stakeholders and providing the necessary time and resources.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

#### **LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE**

- ★ Current Western Australia Driver's License.

#### **ESSENTIAL CRITERIA**

- ★ Tertiary qualification in Accounting, Finance, Commerce or equivalent.
- ★ Demonstrated experience in financial management, management accounting, budgeting and reporting in a complex environment.
- ★ Knowledge of, or ability to rapidly acquire knowledge of, WA Local Government financial legislation and regulations.
- ★ Experience in financial controls, reconciliations, audit processes and financial governance.
- ★ Strong leadership capability with experience developing and supporting staff.
- ★ High-level analytical, problem-solving and financial modelling skills.
- ★ Well-developed communication and stakeholder engagement capability.

#### **DESIRABLE CRITERIA**

- ★ CPA / CA ANZ membership or eligibility.

- ★ Experience with SynergySoft / Altus or similar LG financial systems.
- ★ Experience working in a regional or remote Western Australian local government setting.

POSITION COMPETENCIES	
<b>Experience</b>	
<b>Focus of Role</b>	Key Specialist / Management
<b>Experience Level</b>	Specialist knowledge with extensive experience relating to the more complex elements.
<b>Tasks</b>	
<b>Context Method</b>	Range of functions in a complex, specialised and broad environment.
<b>Skill Level</b>	Tasks require substantial theoretical, policy or technical knowledge.
<b>Judgement and problem Solving</b>	
<b>Problem Solving</b>	Solve problems at a strategic or Department level
<b>Judgement</b>	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.
<b>Supervision and Independence</b>	
<b>Level of Supervision</b>	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
<b>Organisational Relationships and Impact</b>	
<b>Work Area Relationships</b>	Develop proposals or recommendations which co-ordinate the interests of separate work units or contributors around a particular program, function or objective. Liaise with senior management / executive.
<b>Public/Other Staff Relationships</b>	Participate in technical discussions to resolve problems, explain policy and reconcile viewpoints or negotiate solutions with a range of interests to be accommodated. Write reports and external
<b>Impact</b>	Decisions made directly impact organisation
<b>Interpersonal Skills</b>	Highly developed (proficient) interpersonal skills for leading and motivating employees in different teams and levels. At this level, you will be expected to be attuned to the underlying messages, political nuances and minor subtleties of complex communication.
<b>Job Competencies</b>	
<b>Time Management</b>	Highly Proficient: Develop and implement short, mid and long term outcomes for the work area(s).
<b>Conflict Resolution</b>	Proficient: Able to resolve a range of conflict of opinions where resolution is not immediate, where a range of interests need to be accommodated and complex negotiation may occur.
<b>Planning &amp; Organisation Skills</b>	Highly Proficient: Has scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has line management responsibility.
<b>Safety Procedures</b>	Advanced: Develops JSAs, SWMS and other safety procedures for own work area and related work areas. Train and coach others in safety procedures.
<b>Administration Skills</b>	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use systems, including outside of the immediate work area.
<b>Equipment Operation</b>	N/A
<b>Supervision Skills</b>	Proficient: Line management responsibility for staff delivering a range of administrative, technical or professional services.
<b>Project Management</b>	Highly Proficient: Technical employees manage more complex projects involving people and other resources. Professional employees manage minor projects involving employees in lower levels and other resources.

<b>Policy and Procedure Development</b>	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business or other stakeholders within the region.
<b>Policy or Legislative Interpretation</b>	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
<b>Report Writing</b>	Highly Proficient: Provide expert advice, decision making and oversight of reports produced in work area.
<b>Budgeting Skills</b>	Highly Proficient: Manage budget for the Department, including formulating budget and monitoring expenditure. Will have scope to reset priorities or resources of functional areas to achieve budget requirements.
<b>Customer Service Skills</b>	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
<b>Decision Making Skills</b>	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive.
<b>Management Skills</b>	Proficient: Management focus on the attainment of operational and strategic objectives across major projects or a department including managing employees, budgets, work programs utilising leadership, evaluation and monitoring skills.

#### **PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE**

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Qualification verification and reference checks

#### **REMUNERATION AND BENEFITS**

The successful applicant will join the Corporate Strategy & Performance Team with a starting salary from \$ 137,111.99 per annum, plus allowances (if eligible) and superannuation.

#### **Other cash benefits include but not limited to**

- \$ 1,201.11 p/a District Allowance\*
- \$ 7,654.13 p/a Housing Allowance\*
- \$ 25,056.32 p/a Vehicle Allowance
- \$ 2,307.17 p/a Annual Leave Loading 17.5%
- \$ 20,522.83 p/a Superannuation (Statutory)
- \$ 3,420.47 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)\*
- \$ 6,000.00 Retention bonus upon completion of 3 years of service\*
- \$ 440.00 p/a Annual Leave Travel Assistance\*

#### **Leave Entitlements\***

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave
- 10 Days of Paid Pandemic Leave
- 38 Hours of Paid Volunteer Emergency Services Leave

#### **Additional Allowances and Subsidies as per Attraction and Retention Policy\***

- Salary Sacrificing for a range of benefits
- Annual Leave Travel Assistance Payment
- Local Club Membership Subsidies
- Gym Membership Subsidy
- Annual Pass for Aquatic Centre

*\*Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.