Shire of YILGARN

"good country for hardy people"

FINANCE MANAGER

The Shire of Yilgarn invites applications from suitably qualified persons for the position of Finance Manager. The key responsibilities of the position are:

- Provide leadership and operational management of Finance staff.
- Lead the preparation of the annual financial reports including their presentation to the Office of the Auditor General or their representatives for external audit, this includes the management of the relationship with the auditors;
- Assist the Executive Manager Corporate Services with the production of the annual budget and with its ongoing monitoring and review;
- Supervise finance and accounting tasks including rates, payroll, creditors, debtors and cashier.

A full list of responsibilities is included in the Position Description.

This is a key role and is responsible for ensuring the operational requirements of the finance area are meeting regulatory and legislative requirements with a key focus on continuous improvement and maintaining workflow processes.

The successful candidate will be tertiary qualified and/or with relevant demonstrated experience in all things finance with excellent stakeholder engagement skills.

The position is offered on a 3 to 5 year fixed term Contract with an attractive total remuneration package of up to $122K. The package on offer, including subsidised housing and utilities, will be negotiated with the successful applicant.

An information package is available at www.yilgarn.wa.gov.au. Further information can be obtained by contacting Executive Manager Corporate Services – Cameron Watson on 0428 775 325.

Written applications, addressed to the CEO and marked confidential, will be received up to **4:00pm Wednesday 10 March 2021**.

Peter Clarke
Chief Executive Officer

Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

PLEASE NOTE: Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a Pre-Employment Medical and a National Police Clearance.

YILGARN PROFILE

The Shire of Yilgarn is 30,720 square km in area and has a population of approx 1,500. The Yilgarn is known by many as the '*Gateway to the Wheatbelt and the Goldfields*'. The name "Yilgarn" is aboriginal for 'white stone' or 'quartz'.

Southern Cross is the major town centre of the Shire of Yilgarn and is 370km east of Perth along the Great Eastern Highway. Other town sites in the Shire include Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock, Mt Hampton and Yellowdine.

The two major industries in the area are Mining and Rural/Agricultural. Gold, Gypsum, Lithium, Salt and Iron Ore are mined, while grain, wool, sheep, cattle and pigs are the focus of the rural industry. The co-existence of mining and agriculture has balanced the Yilgarn economy, with the two activities supplementing and complementing each other through their respective boom and bust cycles.

There are many wonderful places of attraction throughout the Shire including Baladjie Rock, Frog Rock, Karalee Dam, Hunts Soak, Yilgarn History Museum, just to name a few. The wildflower season is an excellent time to visit the Yilgarn to see the many beautiful colours of the area.

The people and places make the Yilgarn a place to remember. The long history surrounding the Shire is famous to many throughout the State and complements the existing beauty and adventure of the Shire of Yilgarn. For more information on any tourist attractions in the area, as well as booking train tickets and tourist brochures visit the Shire Office, the tourism information centre.

The Shire of Yilgarn has the following facilities on offer:

- Yilgarn Bowling Club
- Southern Cross Tennis Club
- Southern Cross Recreation Complex
- Southern Cross Senior Citizen's Centre
- Southern Cross Community Centre
- New Aquatic Centre
- Regular Train Services (Prospector) to and from Perth and Kalgoorlie
- Southern Cross Airfield
- Southern Cross Golf Club
- Moorine Rock Primary School
- St Joseph's Catholic Primary School
- Southern Cross District High School
- Child Care Centre

Further information on these facilities can be found here:
http://www.yilgarn.wa.gov.ua/facilities/

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the advertised position. These guidelines are presented to assist your application process, please read the following information.

Eligibility

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role. The successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

As an Equal Employment Opportunity employer, the Shire of Yilgarn encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

Note: Canvassing of Councillors will disqualify.

Preparing your Application

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

- Application for Employment Form
  - ✓ Please complete the application form included in this information.
  - ✓ Include a covering letter addressing your suitability for the role.
  - ✓ Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
  - ✓ You may wish to summarise your application and emphasise your strongest points and achievements.
- Current Resume/Curriculum Vitae
  - ✓ Personal Details – Name, address and telephone number.
  - ✓ A summary of your work history starting with the most recent. Information should include employment dates and details of duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
  - ✓ Any activities you have undertaken outside of work which are relevant to the application.
  - ✓ Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
  - ✓ Photocopies of relevant formal qualifications (if available).
- Referees
  Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance (e.g. your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

Note: An application for one position will not be held over to be used for another position.

Closing Date
Check the closing date for the application. Ensure your application is received at the Administration Office before the closing date and time, as applications received after this date are **NOT CONSIDERED**.

Lodgement of Application
You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, cardboard folders, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned. All applications may be submitted in any of the following ways:

Written submissions
Please address your application to:
Chief Executive Officer
Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426
(Mark envelope "Confidential" and title of the position applying for)

Hand delivery
You can hand deliver your application to:
Shire of Yilgarn – Administration Office
23 Antares Street
Southern Cross WA 6426
Between 8:30am and 4:30pm – Monday to Friday.

Electronic (Emailed) submissions
Please ensure that your application is submitted in Microsoft Word compatible format. Send applications to payroll@yilgarn.wa.gov.au

Post Application Process
- Short listed applicants will be notified by email or telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

Interviews
If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, Supervisor, and Manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

At the completion of the process, all applicants will be notified of the outcome of their application.

Records
Your application and any information gathered on your application throughout the recruitment process will be kept confidential for a period no longer than six (6) months and disposed of securely.

Offer of Employment

If offered the position, and prior to appointment, prospective employees shall be required to undertake the following:

- Pre-Employment Medical Examination
  Appointment to the position is not confirmed until a pre-employment medical examination is completed and accepted. This may also include a Drug & Alcohol Screening Test.

  The cost of the Pre-Employment Medical Examination will be met by the Shire of Yilgarn after appointment.

Also provision of:

- Police Clearance
  The successful applicant will be required to obtain a National Police Clearance Certificate not more than three months old.

- Right to Work in Australia Verification
  Australian Passport or Birth Certificate.
  If prospective employee is not an Australian citizen, a Visa Entitlement Verification.

Queries?

If you require any further information or have any questions regarding the position, your application or the selection process, please contact Human Resources on 9049 1001.

CONDITIONS, BENEFITS AND REMUNERATION

The following Conditions of Employment are as per:

- Shire of Yilgarn Enterprise Agreement 2017 and/or
- Local Government Industry Award 2010 (LGIA) and/or
- National Employment Standards (NES)

and the below mentioned conditions should not be construed to be the limitations of conditions.

STANDARD CONDITIONS:

Equal Employment Opportunity
The Shire of Yilgarn is an equal opportunity employer and has adopted an EEO policy in accordance with legislation. A copy of the policy is available for all staff to read and is provided in your 'Council Staff Policy Manual'.

Working Hours

- The Administration Staff
  Office hours are from 8:00am until 5:00pm each day from Monday to Friday, with a fifteen (15) minute morning tea break and a one (1) hour unpaid lunch break. Full-time employees - 0.4 of the ordinary hours worked contribute towards one rostered day off per month.

- Operational Works Crew
  Shall work a minimum 76 ordinary hours plus 15 hours overtime per fortnight spread over 10 days - Monday to Friday working between 6.00am to 6.00pm. The usual hours of work shall be from 7.00am to 5.00pm with a variation for pay Fridays being from 7.00am to 4.30 pm. By mutual Agreement, variation to hour's arrangements, including shift lengths and start and finish times, may be entered into by the Executive Manger Infrastructure or his appointed officer and affected employees. On occasions the successful applicant will be required to work on Saturdays.

  A thirty (30) minute unpaid meal break for operational works crew will be taken between the hours of 11.00am and 2.00pm as dictated by operational requirements. A fifteen (15) minute rest period can be taken any time between the start time and the lunch break in accordance with operational requirements. Other times may be negotiated between the employer and employee to suit the work at hand and the individual employees' needs. Full-time employees - 0.4 of the ordinary hours worked contribute towards one rostered day off per month.

- Other Operational Staff
  Not all operational staff work full time hours or work under conditions that have a component of guaranteed overtime. Employees who work irregular hours or prescribed seasonal work, refer to their letter of engagement for their spread of hours.

Overtime/Time in Lieu
No overtime or time in lieu is to be worked without prior authorisation of the employee's Manager/Supervisor or as per contract.

Annual Leave

- Annual Leave is as per the NES Division 5, being four (4) weeks accrued progressively during a year of service, including 17.5% leave loading. Manager's Annual Leave will be as per their contract.
- Pro-rata equivalent for part-time employees.
- Annual leave is not applicable to employees employed on a casual basis.

Personal/Carer/Bereavement Leave

- Each full-time employee is entitled to Sick, Carer's and Bereavement Leave as per the *Shire of Yilgarn Enterprise Agreement 2017*.
- Part-time employees receive a pro-rata entitlement to sick leave based on the number of hours they work.
- A certificate from a registered health practitioner or statutory declaration must be produced for sickness absence two (2) days or more. Absence without necessary documentation when required will result in the employee not being paid.
- Three (3) days bereavement leave is available on the death of a member of the employee's immediate family. Bereavement leave is non-cumulative. Refer to *Shire of Yilgarn Enterprise Agreement 2017* for eligibility.

Long Service Leave

- Full-time employees are entitled to thirteen (13) weeks of Long Service Leave after ten (10) years of continuous Local Government Service, transferrable between all Local Government Authorities in Western Australia. Long Service Leave starts accruing pro rata after seven (7) years of continuous Local Government Service.
- Part-time employees receive a pro-rata entitlement based on the number of hours they work.

Superannuation

Currently the Shire of Yilgarn contributes compulsory superannuation of an employee's gross pay (excluding allowances) at 9.5% as per the Superannuation Guarantee.

Probationary Period

A probationary period of three (3) months is applicable to this position (unless otherwise specified). During the period performance will be assessed and managed against the requirements set out on the Position Description. The probation period can be extended if initial performance is unsatisfactory.

Annual Performance Review

If the appointee is granted permanency, a Staff Development Performance Review will take place at least once in every calendar year. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

Code of Conduct

All staff are to be familiar with and abide by the adopted Staff Code of Conduct. A copy of the Code is available for all staff to read.

ADDITIONAL BENEFITS:

The following additional benefits are applicable to the Shire of Yilgarn employees and are above the requirements of the Local Government Industry Award 2010 and the National Employment Standards.

Superannuation

In addition to employer compulsory superannuation, permanent Full-Time or Part-Time employees may make their own voluntary contributions to the superannuation fund of their choice. Employee superannuation contributions may be a fixed amount per pay or a percentage of the pay value, with a minimum being 1%. Council will contribute a percentage as per the current 'Council Staff Policy Manual'.

Uniform Allowance

- Administration Staff
  To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support wearing of uniforms, Council will contribute an allowance per employee (pro-rata for part-time employees) per year. Allowance is only to be used to buy Council's adopted uniform. This allowance is not applicable for casual employees.

- Operational Works Crew
  Clothing and protective equipment (safety jacket, boots, etc) is supplied by Council as per *Shire of Yilgarn Enterprise Agreement 2017*. Not all positions in the operational staff are entitled to the above clothing requirements.

Tea Breaks

Tea Breaks are not catered for under the Local Government Industry Award 2010. Council permits its employees a fifteen (15) minute allocation for a morning tea break.

Housing Incentive

Refer to 'Council Staff Policy Manual' for the current rate.

Staff Training

Council allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending approved Training Seminars and Courses. Accommodation is to be arranged only by the relevant Department Manager. Payment for private accommodation will not be granted unless approved by the Chief Executive Officer.

Flu Vaccinations

Staff will be reimbursed for the gap portion of receiving a flu injection, upon receipt of appropriate paid account as long as prior authorisation of the employee's Manager/Supervisor has been received.

Rostered Day Off (Full-Time employees only)

If applicable to your position, full-time employees are entitled to one (1) Rostered Day Off after every nineteen (19) working days. Rostered Days Off cannot be accumulated or as per contract.

Service Pay

Refer to 'Council Staff Policy Manual' for the current rates/years of service.

Removal/Relocation Expenses

Refer to 'Council Staff Policy Manual' for the current information.

Retirement Seminars

Refer to 'Council Staff Policy Manual' for the current information.

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APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Yilgarn. Please complete the following questions and attach with your application.

VACANCY DETAILS			
Position Title:			
PERSONAL DETAILS			
Surname:		**Title:**	☐ Mr ☐ Mrs ☐ Ms ☐ Miss
Given Names:		**Date of Birth:**	
Address:			
Suburb:		**Postcode:**	
Email:			
Daytime Contact No:		**Mobile:**	

Are you an Australian Citizen or permanent resident of Australia? ☐ Yes ☐ No

If no, do you currently hold a Visa allowing you to work in Australia? ☐ Yes ☐ No
(If yes, please attach a copy.)

Do you hold a current Motor Vehicle Driver's Licence? ☐ Yes ☐ No
If yes, please provide details:

State: **Class(es):** **No#:** **Expiry:**

Do you hold a current: ☐ National Police Clearance ☐ Working with Children Check OR

☐ willing to obtain clearance/s.

RECRUITMENT SOURCE

How did you **first** become aware of this vacancy?

- ☐ Shire of Yilgarn website
- ☐ Other website
- ☐ Local Government Jobs website
- ☐ Local newspaper
- ☐ WA Govt Jobs website
- ☐ West Australian
- ☐ Word of mouth
- ☐ Other

ATTACHMENTS

Please ensure you have attached all the required documents (see *Information for Prospective Applicants* for details).

- ☐ Cover Letter
- ☐ Resume / Curriculum Vitae
- ☐ Referees (2 contactable work referees, preferably Supervisors or Managers)
- ☐ Copies of relevant qualifications

AVAILABILITY

How soon would you be available to commence work:

(If currently employed, what is the minimum period of notice required?)

Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

HEALTH
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? ☐ Yes ☐ No
If "yes", please provide details of condition:

WORKER'S COMPENSATION CLAIM			
Have you ever made a Worker's Compensation Claim? ☐ Yes ☐ No			
If "yes", please describe claim details (*e.g. year of injury, what type of injury, company worked for, period of time off work, etc.)*:			
Year of Injury	Type of Injury	Name of Company	Period of time off work
Are any claims still current? ☐Yes ☐ No			
If "yes", please provide details of current claims:			

CRIMINAL CONVICTIONS
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? *(You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".)* ☐ Yes ☐ No
If "yes", please provide details:

APPLICANT DECLARATION			
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false of deliberately misleading will make me, if employed, liable for dismissal. *(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)*			
Applicant's signature:		**Date:**	

POSITION DESCRIPTION

POSITION TITLE:	**Finance Manager – HR-PDA-010**
DEPARTMENT:	Administration
AWARD:	Negotiated Contract
STATUS:	Full time
LOCATION:	Southern Cross

1. POSITION OBJECTIVES:

1.1. Assist the Executive Manager Corporate Services (EMRS) in the smooth operation of the accounting and financial functions of Council.

2. GENERAL JOB RELATED INFORMATION:

2.1. You will be required to perform your duties at the Shire Administration Office, or elsewhere as reasonably directed by the employer.

3. KEY DUTIES AND RESPONSIBILITIES:

3.1. *Statutory Reporting*

3.1.1. In consultation with the EMCS, assist in the preparation of the annual budget;

3.1.2. In consultation with the EMCS, prepare the annual report;

3.1.3. Maintain effective liaison with Council's auditors;

3.1.4. In consultation with the EMCS, prepare for and undertake the annual audit.

3.2. *Management*

3.2.1. Ensure accurate and timely support to the Executive Manager Corporate Services and Council in administrative matters relating to the execution of Council business;

3.2.2. Provide and promote effective leadership, direction, communication and customer focus for staff under control;

3.2.3. Maintain effective performance of staff under control through regular communication, maintain up to date performance standards and expectations with annual performance appraisals including identification of training and development needs;

3.2.4. Manage Councils day-to-day financial operations, accounts management, budget control, revenue collection, rate book valuations, property management and payroll;

3.2.5. Ensure BAS returns and FBT returns are submitted on a timely and accurate basis;

3.2.6. Assist Executive Manager Corporate Services maintain Assets Register in an accurate and timely manner, including fair value adjustments;

3.2.7. Maintain Reserve Register and assist EMCS with investments;

3.2.8. Assist Executive Manager Corporate Services in the preparation of grant acquittals;

3.2.9. Preparation of monthly Financial Activity Statements for Council;

3.2.10. Monitor Municipal and Trust Bank accounts and supervise their reconciliation to the general ledger;

3.2.11. Distribute, verify and recoup petty cash;

3.2.12. Supervise TransWA and Department of Transport reconciliations;

3.2.13. Supervise stock reconciliations.

3.3. *Creditor Control*

3.3.1. Liaise with Finance Officer to ensure fortnightly creditor payment productions are completed;

3.3.2. Authorised to make payments as per the Delegated Authority Register;

3.3.3. Authorised to raise purchase orders up to the value of $10,000 as per the Delegated Authority Register;

3.3.4. Supervisor Finance Officer's tasks.

3.4. *Payroll*

3.4.1. Liaise with Payroll Officer to ensure a fortnightly payroll is prepared for all staff;

3.4.2. Supervise Payroll Officer's tasks;

3.4.3. Perform fortnightly pay run when Payroll Officer is on leave.

3.5. *Rates / Debtors*

3.5.1. Ensure fortnightly and adhoc sundry debtor invoices are raised;

3.5.2. Monitor Rates/Debtors Officer to ensure annual rating functions are carried out in a timely fashion;

3.5.3. Supervise Rates Officer's tasks.

3.6. *Reception / Cashier*

3.6.1. Supervise balancing of daily takings;

3.6.2. Supervise the processing of transport licencing and TransWA ticket sales.

3.7. *General Duties*

3.7.1. Assist with maintaining control of Council's municipal management software and provide training and support to staff;

3.7.2. Maintain Councils insurance portfolio;

3.7.3. Any other duties consistent with the level of this position and the principles of broad banding.

4. ORGANISATIONAL RELATIONSHIPS:

4.1. *Responsible to*

Executive Manager Corporate Services

4.2. *Supervision of*

HR/Payroll Officer	Finance Officer
Rates & Debtors Officer	Trainee Customer Service Officer

4.3. *Liaison*

Internal	External
Chief Executive Officer	General Public
Senior Management	Creditors
Other staff and employees	Auditors/Other
	Local Authorities

5. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

6. EXTENT OF AUTHORITY:

6.1. Works under general supervision and work outcomes are regularly monitored by the Executive Manager Corporate Services;

6.2. Responsible for checking own work to ensure accuracy and good presentation.

7. SELECTION CRITERIA:

7.1. *Essential*

7.1.1. Tertiary accounting qualifications recognised by the Australian Society of Certified Practising Accountants or significant experience in similar role;

7.1.2. A minimum of three years' experience in an accounting role with extensive knowledge of GST;

7.1.3. Demonstrated management and personnel skills capable of supervising and controlling financial resources;

7.1.4. Ability to work alone with limited supervision and as required, work cooperatively as part of a team;

7.1.5. Ability to communicate effectively and understand and follow written and verbal instructions

7.1.6. Ability to reach objectives within a time frame;

7.1.7. Ability to resolve minor problems on the job;

7.1.8. Ability to maintain a high level of confidentiality;

7.1.9. Hold a current WA "C" class drivers licence;

7.1.10. Provision of a National Police Clearance (no older than 3 months).

7.2. *Desirable*

7.2.1. Working knowledge of Local Government;

7.2.2. Experience in Local Government rating systems, Local Government Act 1995 and Rates and Charges (Rebates and Deferment) Act 1992 is desirable, but not essential;

7.2.3. Knowledge of the financial system SynergySoft.

8. TRAINING:

The Shire of Yilgarn will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

9. PERFORMANCE REVIEWS:

9.1. Reviews shall be conducted annually on the following Key Performance Indicators:

9.1.1. Quality of Work

9.1.2. Quantity of Work

9.1.3. Relationships with people

9.1.4. Initiative

9.1.5. Meeting work deadlines

9.1.6. Decision making

9.1.7. Commitment and attitude

9.1.8. Supervising/Managing work or others (if applicable)

10. SALARY PACKAGE DETAILS:

	From	**To**
Cash Component	75,000	95,000
Superannuation Guarantee @ 9.5%	7,125	9,025
Council Superannuation @ 5.5% (subject to employee contribution)	4,125	5,225
Housing Allowance	9,360	9,360
Membership Fee	500	500
Utility Allowance	3,000	3,000
Uniform	500	500
TOTAL PACKAGE	**99,610**	**122,610**