# **Position Description**

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| **Position Title** | Finance Coordinator |
| **Directorate** | Corporate and Customer Services |
| **Level** | Level 7-8  |
| **Reports to** | Manager Corporate Services |
| **Responsible for** | Finance Officers |
| **Primary Location** | Margaret River Civic Administration Centre |
| **Delegation** | No applicable |

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| **Position Overview** |

* To coordinate and deliver on the financial obligations for the organisation in accordance with the requirements of the Local Government Act 1995, related Regulations, Australian Accounting Standards, and other applicable legislation and mandatory reporting requirements.
* To coordinate and deliver on financial management services.
* To coordinate rates and revenue services including rates billing and collection.
* Develop manage and review operational plans relating to the area of responsibility.
* Coordinate human resources relating to the area of responsibility.

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| **Position Responsibilities** |

Financial Management

* Coordinate month end processes, prepare and distribute monthly Financial Activity Statement Reports for business units and prepare associated Council report.
* Control and maintain the General Ledger by undertaking system maintenance and completing monthly reconciliations.
* Review and amend cost allocations and recovery rates for Public Works Overheads and Plant Operating Costs.
* Coordinate the provision of monthly, quarterly, annual and as required financial and management accounting services.
* Review and manage monthly fixed asset records.
* Assist with cash flow needs, bank transfers and cash for investment.
* Maintain and reconcile the General Ledger to ensure its integrity.
* Coordinate the preparation of the Annual Financial Report.
* Provide finance inductions and re-inductions for Shire officers.
* Ensure the correct accounting procedures for recording and reporting of revenue including grants and contributions are used.
* Coordinate monthly and annual stocktakes.
* Review and process adjustments to stock.
* Transfer cash to Cash Management Account, monitor cash flow needs, balances and funds available for investment.
* Maintain and reconcile Property Plant and Equipment registers.
* Review and process valuation adjustments to assets.

Revenue

* Manage revenue services to ensure the accuracy and integrity of the rates, property, fees and charges and debtors databases including electoral roll information.
* Manage the Shire’s rates modelling process include developing, reviewing and presenting rates modelling with varying scenarios and advice on rating policy for Council and ELT, and conducting rate modelling workshops with ELT/Council.
* Provide strategic revenue advice to key stakeholders (CEO, Directors, Managers).
* Coordinate the fees and charges to impose in the forthcoming year, including presenting options to ELT/Council.
* Review processes to ensure compliance with statutory and regulatory requirements for rates, billing and debt collection.
* Coordinate the responses to escalated rating queries and objections from the community.
* Develop, review and implement procedures to improve delivery of services.
* Undertake debt management to recover unpaid rates and other debts.

Indirect taxes

* Coordinate preparation and lodgement of monthly BAS returns.
* Coordinate preparation and lodgement of the FBT return.
* Monitor the FBT liability of the Shire and recommend appropriate actions.
* Review support for all FBT queries and refer queries to WALGA Tax services for resolution when required.

Insurance

* Review annual insurance coverage and preparation of insurance claims.
* Advise and recommend changes to insurance coverage and risk mitigation options.

Operational planning, coordination and reporting

* Develop, coordinate and review operational plans including:
	+ Financial operational service plan;
	+ Shire insurance coverage; and
	+ Asset plant & equipment utilisation plans.
* Coordinate operational projects and programs.
* Develop operational performance system including undertaking quarterly performance reporting.
* Manage finances for reporting staff and assigned projects, including preparation of tenders.
* Manage operational and strategic risks.
* Prepare input data for Annual Financial Report and provide support to external auditors whilst they conduct the interim and annual audits.
* Obtain data for the Annual Local Government Financial Statistics for WA Local Government Grants Commission and the Australian Bureau of Statistics.
* Prepare, disseminate and collate information to allow compilation of the Annual Budget and mid-year Budget Review process.

Human resources

* Coordinate human resources including:
	+ Undertake recruitment, inductions and mentoring of staff;
	+ Undertake personnel performance planning, evaluation and disciplinary action;
	+ Undertake personnel training needs analysis;
	+ Manage personnel issues and disputes;
	+ Manage staff rosters; and
	+ Manage, monitor and audit safety and health, workers compensation and injury management processes and performance.
* Coordinate team to fulfil its quality service and/or work standards.

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| **Position Requirements** |

**Essential**

* Substantial and proven practical experience coordinating the provision of services in a financial office environment.
* Tertiary level qualification in accounting or a related discipline or working towards completion.
* Demonstrated experience in coordinating revenue services and preparing rating models and policy.
* Highly developed communication and interpersonal skills including the ability to provide professional advice to a variety of internal and external stakeholders.
* Demonstrated ability to research, analyse and investigate financial management issues and provide clear and concise communications, reports, and policies.
* Detailed knowledge of the legislative framework relating to the provision of financial management services.
* Demonstrated experience in managing human resources and occupational safety and health.
* Proven ability and experience coordinating and mentoring financial services staff.
* Advanced level of IT and financial administration skills and sound understanding of Financial Software applications.
* Knowledge and understanding of insurance policies and coverages.
* Proven ability to undertake operational planning processes that provide comprehensive management plans for delivering services or projects.
* Sound understanding of Indirect taxes including Goods and Services Tax and Fringe Benefits Tax.

**Desirable**

* Advanced knowledge of rating standards and relevant legislative requirements (Local Government Act 1995, Local Government (Financial Management) Regulations, Rates & Charges (Rebates & Deferment) Act, Valuation of Land Act)
* Membership to a professional accounting body; Chartered Accountants ANZ (CA) or Certified Practicing Accountants (CPA) or working towards completion.
* Experience with the SynergySoft application.
* Project/Frontline Management or related Certificate.
* Working knowledge of Occupational safety and Health legislative requirements.
* Demonstrated facilitation and engagement skills.
* Demonstrated ability to negotiate complex issues.

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| **Key Relationships** |
| **Internal**  | **External** |
| CouncilExecutive Leadership TeamManagersCoordinatorsStaff | AuditorsStatutory bodiesFunding bodiesConsultants |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |