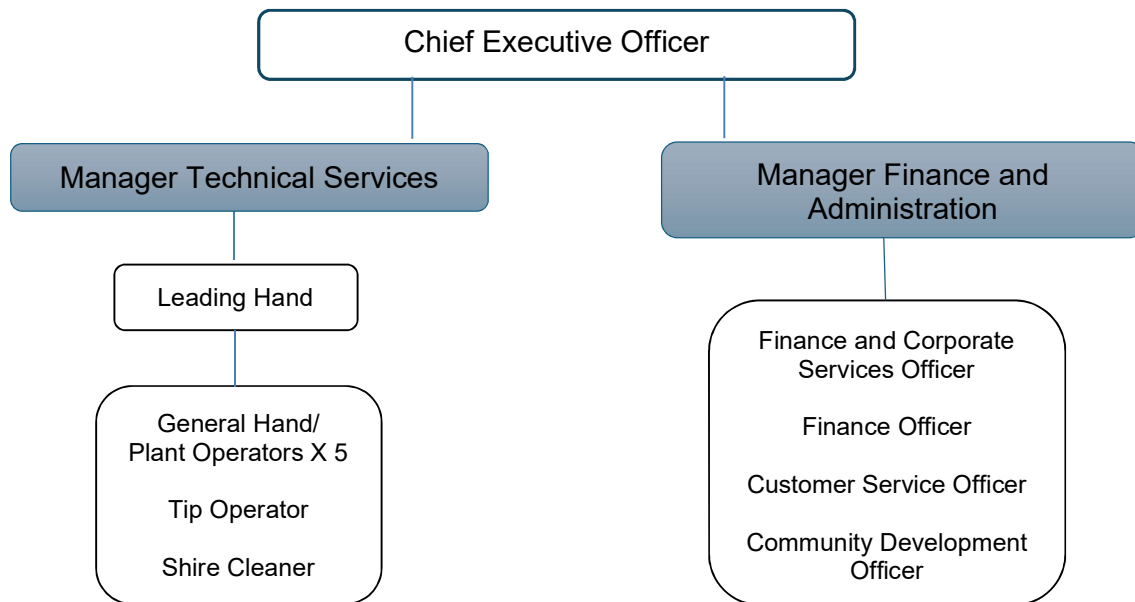




Position Description

HR PD - ADMIN 1 – Manager Finance and Administration

Position identification			
Position number	ADMIN 1		
Classification	Contract		
Position title	Manager Finance and Administration		
Directorate	Finance and Corporate Services		
Location	Shire of Tammin Administration Office		
FTE	1	Hours p/week	38
Position created		Last review	May 2025



Primary Objectives of the Position

- Staff supervision and overseeing the finance functions of accounts payable, accounts receivable, banking, investments, taxation, payroll, rates, and customer service.
- Prepare the monthly financial statements, the annual financial statements, and associated work papers, including monthly reconciliations.
- Corodinate with the Chief Executive Officer and Manager of Technical Services with preparing and managing the annual budget.
- Managing of the audit process and attending to audit queries with the Chief Executive Officer.
- Ensuring the accounting and financial records of the Council are prepared accurately and in accordance with legislative requirements, accepted accounting standards, council policies and prudent controls.
- Under the direction of the Chief Executive Officer, maintain the Strategic Resource Plan and undertake scenario modelling as and when required.
- Under the direction of the Chief Executive Officer, implement and maintain systems for measuring council performance.

Organisational Values

Vision: Our vision at the Shire of Tammin is to provide all Employees and Elected Members a harmonious workplace. We strive to provide an open approach of communication with each other and our Community, being productive as a team and being valued as individuals.

Values

- **Respect** – At the Shire of Tammin we are committed to being respectful to our colleagues and community, building relationships based on trust, honesty, commitment, safety, positive attitudes and good manners.
- **Service** – At the Shire of Tammin we find fulfilment in exceeding expectations, being observant, communicating effectively and contributing positively to the community.
- **Achievement** – We strive to deliver services and projects of a high standard and innovation. We take ownership of tasks and consistently use initiative as drivers for delivery.
- **Diversity** – We are committed to equitable treatment, valuing individuals and creating a workplace free from discrimination throughout the organisation and community.

Position Outcomes – Key Duties and Responsibilities

Accounting and Financial

- Preparing the monthly financial statements, the annual financial statements, and associated work papers, including monthly reconciliations.
- Corodinate with the Chief Executive Officer and Manager of Technical Services with preparing and managing the annual budget.
- Managing of the audit process and attending to audit queries with the Chief Executive Officer.
- Managing the asset register, including acquisition, valuation and depreciation of assets.
- Ensures that all reporting obligations are met with the ATO including:
 - Reviewing and lodging the monthly BAS return
 - Preparation of the annual FBT return and reportable benefits
 - Compliance with monthly superannuation payments
 - Compliance with Single Touch Payroll, and
 - Overseeing the preparation and lodgement of the annual TPAR return to the ATO.

- Certifies and authorises accounts for payment and signs all Council cheques and authorises EFT'S.
- Oversee the allocation of wages, wages year to date, and gross salaries balance after each fortnightly payroll.
- Oversee the preparation of the payroll and authorises payroll on a fortnightly basis.
- Maintains the general ledger, oversees the balancing all subsidiary ledgers with the general ledger.
- Assists with the completion of survey returns relating to HRM and Payroll matters.
- Provides assistance to officers in the balancing and reconciliation of daily revenue.
- Ensure the integrity of the asset register.
- Ensures that the allocation of the administration costs processed monthly in accordance with the Activity Based Costing requirements.
- Oversees the allocation of monthly credit card purchases and ensures adherence to credit cards conditions of use.
- Authorises the monthly BCITF and BSL returns.

Cash Management

- Oversees the preparation of all bank reconciliations including Municipal, Reserves and Trust accounts.
- Investment of surplus funds and the maintenance of the investment register.
- Manage the recoupment to and from the various Council funds (being inter-transfers between Municipal, Reserves and Trust accounts) on an ongoing basis.

General

- Manage the administration duties of the office and Shire, ensuring the administration duties of the office are undertaken effectively and efficiently.
- Prepare and collate the minutes and agenda for the monthly Council meetings.
- Review Council policy and procedures as and when required.
- Mentor staff and develop training programs as required.
- Ensure at all times Council is complying with relevant legislation. Together with the Management Team manage the risks of the organisation.
- Together with the Chief Executive Officer manage the implementation of new systems to ensure continuous business improvement.
- Together with the Chief Executive Officer review current systems for their accuracy and efficiency to ensure continuous business improvement.
- Update finance policies for the review of the Chief Executive Officer before being presented to Council for approval.
- Respond to incoming correspondence allocated to the position and recording on the SynergySoft records management system.
- Manage the annual insurance renewal and questionnaires.
- Comply with Occupational Health and Safety legislation and promote safe work practices.
- Carry out duties in accordance with Equal Opportunity legislation and the Shire's Code of Conduct.
- Ensure that all sensitive and/or confidential information received, noticed, uncovered or created as an employee of the Shire of Tammin remains strictly confidential.
- Ensure that you do not willingly access or seek out sensitive or confidential information, or use information acquired throughout this appointment at the Shire of Tammin for any purpose other than to undertake the appointed duties.
- Lead by example and take pride in role and responsibilities and the Shire of Tammin generally. Report any behaviour, actions or activities that are contrary to this to relevant management.

- Perform other duties as directed when appropriate to the scope and level of this position, as determined by your Manager.

Selection Criteria / Position Requirements	
Essential	Desirable
Skills and Abilities	
Computer skills including use of spreadsheets.	Ability to undertake research and make recommendations on meeting the community's expectations and needs relating to Finance and Administration.
Analytical skills and accuracy with figures.	
Ability to write comprehensive reports, business letters, and related correspondence.	Highly developed personnel management.
Developed public relations and interpersonal skills.	Highly developed record keeping, administrative, problem solving, time management and conflict management skills.
Knowledge	
Extensive knowledge in Accounting and Administration practices and procedures for local government including Australian Accounting Standards, the Local Government (Financial Management) Regulations 1996 and the Local Government Act 1995.	Knowledge of Local Government Law and meeting procedures.
Sound knowledge of all aspects of office administration.	Knowledge of ITVISION Local Government software (SynergySoft).
Understanding of the Australian Accounting Standards, GST, FBT and accounting concepts.	Knowledge of the Local Government Industry Award.
Understanding of the Local Government Industrial Award and interpretation thereof.	Knowledge of the Occupational Health and Safety Requirements and Legislation.
	Knowledge of Council's Organisation structures and functions.
	Knowledge of Electronic Funds Transfer systems.
Experience	
Demonstrated experience in a relevant senior position within the local government sector.	
Training/Qualifications	
Degree in Commerce/Business with a Major in Accounting or equivalent knowledge and experience.	CPA/CA qualification.
Current WA "C" Class Driver's Licence or equivalent.	

Other Specific Details of the Position

- Acts within established accounting principles, local government legislation and established procedures and precedents.
- Authorised to sign purchase orders and requisitions.
- Authorised as one of the signatories to sign Council cheques.
- Authorised to transfer funds for payroll, creditors and investments on the Commonwealth Bank Commbiz system.

Key Performance Indicators

Key Performance Indicator	Measure
Completion of Monthly Audit File	By 6th business day from end of month
Completion of Council agenda	Provided to Councillors Friday before meeting
Timely Payment of Suppliers	No. Accounts exceeding payment terms 30 days
Audit Findings/Internal Controls	No. audit findings relevant to position responsibilities and implementation of controls
Accuracy of Data Entry	% of missed/incorrect transactions
Adherence to Internal/Statutory Deadlines	No. occurrences where deadlines have not been met
Reconciliation of Balance Sheet Accounts	No. unrepresented or unreconciled items
Workload Management	No. occurrences where additional staff resources are allocated to provide support to clear backlog

Other specific details of the position

Extent of authority	Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, pre-determined budgetary limits and expenditure and in accordance with the statutory provisions of the <i>Local Government Act 1995</i> and other relevant legislation.
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Position has purchasing authority in line with procedure **Yes**