



Finance &
Business Excellence
Coordinator
Position Description

Position number: CS004



POSITION DESCRIPTION

Position	Finance & Business Excellence Coordinator
Department	Corporate Services
Location	Administration Centre, 87 Throssell Street, Collie
Reports to	Director of Corporate Services
Supervises	Finance team
Hours of Work	76 hours
Level	Level 7 <i>Shire of Collie Industrial Agreement 2023</i>
Position number	CS004

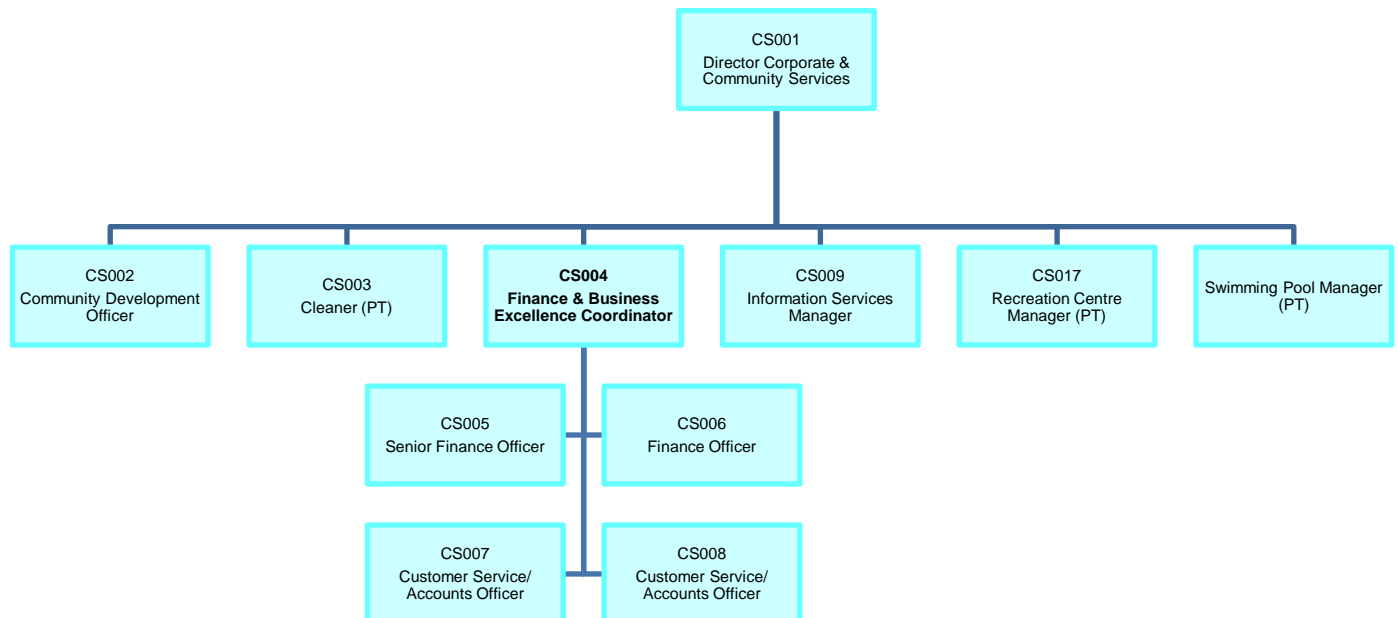
Position Objective

The Finance & Business Excellence Coordinator is responsible for ensuring the efficient operation of Council's financial management systems, including leading the finance team to deliver customer service and financial functions to the organisation.

Supporting the Director Corporate & Community Services in maintaining accurate accounting records and producing financial reports in accordance with statutory and policy requirements.

Responsible for developing, managing, and optimising the internal processes of an organisation. This involves working closely with different departments to identify opportunities for improvement, implementing best practices, and fostering a culture of continuous improvement.

Workforce Structure



Our Vision

Collie - A progressive community, rich in opportunities and as diverse as its heritage and landscape.

Our Values

The core values at the heart of the Council's commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

- We will lead the delivery of our vision
- We will support local business wherever possible
- We will consult and engage with our community on issues that affect them
- We will encourage, welcome and value feedback
- We will encourage, support and advocate for our community

Key Duties

Financial Management:

- Oversee compliance of the Shire's accounting practices with relevant legislation, Accounting Standards and recommended best practice.
- Prepare monthly financial reports and agenda reports for presentation to Council in accordance with *Local Government (Financial Management) Regulations 1996*.
- Assist the Director Corporate & Community Services in the preparation of Annual Financial Reports and budgets in compliance with the legislation and applicable Australian and International Accounting Standards.
- Oversee the preparation of all financial functions including payroll, creditors, debtors, rates, stock management, and reconciliations.
- Maintain and monitor the cash flow budget for Council and its businesses.
- Oversee the maintenance of the Shire's financial and property rating database to ensure integrity of data.
- Develop and review policies, procedures and practices that will enhance the financial management processes of the Shire.
- Provide assistance to business units of the Shire regarding costings, budgets and reporting.
- Develop financial systems to keep pace with industry best practice, changing technology and customer requirements.
- Facilitate the financial acquittals of grants as and when required.

Reporting Obligations:

- Ensure preparation of the Monthly Financial Report, business activity statements and other reporting required by government and statutory authorities (e.g. grant acquittals, grants commission).
- Provide comprehensive written reports to management and/or Council as and when required on financial issues.
- Prepare agendas and support the Audit Committee to meet their obligations.

Business Excellence

- Building, leading and developing staff, consultants and champions across the organisation to scope, deliver and implement a staged Business Development Program to achieve the strategic objective of developing, managing, and optimising the internal processes of the organisation and fostering a culture of best practice and continuous improvement.
- Working closely with different Directorates to identify opportunities for business improvement.
- Process mapping
- Internal audit
- Working with the CEO and Executive to:
 - design a business planning framework and delivery of proposed annual business plans for each Directorate.
 - design and implementation of a consistent project management approach for the Shire of Collie.
 - oversee the staged development of a Project Management Office to build a project management culture including better development and consideration of business cases as part of the project development and approval processes.
- Influencing and providing sound relevant advice to ensure the alignment of work and resources with the Directorate priorities while improving the frameworks for the business to deliver more efficiently and effectively.
- Supporting the emergence of 'smart design', innovation and process review and improvement processes to drive efficiencies, remove siloes and enhance outcomes.
- Implementing and promoting a positive change agent in the organisation by forming excellent relationships with Corporate Executive and key staff at all levels to help create cross-agency enthusiasm for sound business changes.
- Promoting a work environment that empowers, motivates and develops the diverse talents of people and ensure an optimum level of appropriately skilled employees.

Staff Development:

- Ensure continual improvement of finance staff skills, practices and procedures.
- Ensure annual staff reviews are undertaken.
- Provide support and direction to staff within the financial section.

Risk Management:

- Contribute to and provide leadership in the development and delivery of the Shire's Risk Management Plan.
- Operate in compliance with WHS legislation, regulations, practices and standards.
- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

General:

- Ensure a high standard of customer service is provided to external customers.
- Assist in other areas of local government compliance and governance.
- Undertake other tasks as requested by the Director Corporate & Community Services and/or Chief Executive Officer.

Selection Criteria – Experience and Qualifications

Essential Criteria

- The ideal candidate will have a tertiary degree in accounting, business management, or related field, along with substantial experience in local government or a comparable setting.
- Experience in local government accounting including the preparation of statutory reports, management of rates databases, and other financial functions.
- Demonstrated ability to work at Executive and senior leadership level to inspire the business acceptance of new business excellence and improvement programs.
- Proven ability to manage risks and barriers to new ways of working by delivering staged, fit-for-purpose and easily applied business improvements.
- Proven ability to empower, motivate and develop the diverse talents of staff to help design and implement business excellence and capacity.
- Experience in preparation of BAS and FBT reporting and managing payroll.
- Highly developed written and oral communication skills.
- Understanding of information technology used by local governments.
- Thorough knowledge of accounting standards and legislation applicable to local government.

Desirable Criteria

- Comprehensive knowledge of SynergySoft Computer System.
- Sound understanding of payroll in a local government setting.
- Demonstrated leadership skills and experience managing teams.
- Previous experience in a similar role in the local government sector.

Ongoing Performance

- Conduct work practices with a high level of confidentiality and uphold the expected values set out within the organisational Code of Conduct.
- Operate in compliance with WHS legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices.
- Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

Training

Willingness and aptitude to undertake further training and professional development to keep up to date with the latest technology and practices.

Position Dimensions

Work Location:	Council Administration Centre, 87 Throssell Street, Collie.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign procurement orders for supplies and services limited to the value of \$20,000.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

Extent of Authority

This position operates under direction of the Director Corporate & Community Services within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

Corporate Accountabilities

- All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.

CONDITIONS OF EMPLOYMENT

Shire of Collie Industrial Agreement 2023

Salary Package Details		
Position	Finance & Business Excellence Coordinator	
Employment Category	Continuing Employment – Full Time (1.0FTE)	
Level & Hourly Rate	Level 7, step 2 - \$45.78 per hour (Officers Schedule C)	
Superannuation	11.5% SGC Superannuation (Compulsory) Additional Superannuation (Optional) Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 6.5% subject to salary sacrificing contributions by the Employee as per the <i>Shire of Collie Industrial Agreement 2023</i> - Clause 7.7.	
Allowances	Service Pay (Clause 12)	Commencement at the end of the first year of service with yearly increment up to 10 years' service
	Housing Allowance (Clause 11.11)	Negotiated \$200 per fortnight, if residing in the Shire of Collie
	Clothing Allowance (Clause 8)	\$550 per annum on a pro rata basis. <i>Payments will be made bi-annually in the first full pay period in April and October each year.</i>
	Travel Allowance (Negotiated)	Negotiated \$230 per fortnight if residing outside the Shire of Collie and using a private vehicle. A Shire pool vehicle may be available in the future or on occasions for commuter use.
Overtime / Time in Lieu	Overtime or Time in Lieu shall be provided for attendance at after hours meetings.	
Staff Discount Scheme	Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.	
Public Holidays	Employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee. (Clause 23).	
Annual Leave	4 weeks Annual Leave per annum plus leave loading of 17.5% (Clause 15.2)	
Primary Location	Shire of Collie 87 Throssell Street COLLIE WA 6225	
Hours	76 hours per fortnight, with the option of a 9-day fortnight with 1 x RDO.	
Start Date	February 2025 (TBC)	

Reports to	Director of Corporate Services
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ACCEPTANCE BY INCUMBENT	
Name	
Signature	
Date	

APPROVED BY CHIEF EXECUTIVE OFFICER	
Name	
Signature	
Date	