

MANAGER OF FINANCE

Position Description

Created 19 August 2026



JOB SPECIFICATIONS / DUTY STATEMENT

Position Title	Manager of Finance
Tenure	Permanent full time
Primary Place of Employment	Shire of Dandaragan Administration Centre, 69 Bashford Street, Jurien Bay
Award	Level 9 of the Local Government Industry Award 2020 Industrial Agreement
Department	Corporate Services
Accountable to	Executive Manager Corporate Services
Accountable for	Senior Finance Officer Administration Officer (Debtors) Administration Officer (Creditors) Administration Officer (Payroll) Administration Officer (Rates)
Internal Liaison	Executive Management Team Managers and Coordinators Finance and Administration Staff All Employees
External Liaison	Office of the Auditor General Department of Local Government, Industry Regulation & Safety WA Treasury Corporation Australian Taxation Office Financial Institutions Grant Funding Bodies Software Providers and Consultants Community Members and Ratepayers Professional Accounting Bodies

POSITION OBJECTIVES:

Providing strategic financial leadership, management and advice to ensure the Shire's financial sustainability, legislative compliance and effective stewardship of public resources.

The position leads the Finance team and oversees the planning, management, reporting and governance of all financial operations of the Shire, supporting informed

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decision-making by the Council, Chief Executive Officer and Executive Management Team.

The Manager of Finance contributes to organisational strategy through long-term financial planning, budget management, risk management, and continuous improvement initiatives.

REQUIREMENTS OF THE POSITION:

Skills	Essential	Desirable
High-level analytical, conceptual and problem-solving skills	✓	
Highly developed written communication skills including preparation of reports for Council and Executive Management	✓	
Strong interpersonal and stakeholder engagement skills	✓	
Demonstrated ability to manage competing priorities, meet deadlines and maintain accuracy	✓	
Knowledge	Essential	Desirable
Demonstrated experience in a senior financial management role within Local Government, Government or a comparable complex organisation	✓	
Strong knowledge of Local Government legislation and regulations, Australian Accounting Standards, Financial governance and compliance frameworks	✓	
Demonstrated experience in budgeting, financial reporting, forecasting and treasury management	✓	
Demonstrated experience managing staff and leading high-performing teams	✓	
Advanced knowledge of financial systems and Microsoft Excel	✓	
Experience	Essential	Desirable
Demonstrated experience in financial management role within a Local Government or similar environment.		✓
Demonstrated experience in managing staff	✓	
Qualifications and / or Training	Essential	Desirable
Tertiary qualification in Accounting, Finance, Commerce or related discipline	✓	
Professionally accredited finance qualification, such as Certified Practising Accountant (CPA), Chartered Accountant (CA), or equivalent.		✓
Current Federal Police Clearance (no older than 3 months)	✓	

KEY DUTIES / RESPONSIBILITIES:

Strategic Financial Management and Leadership

- Provide expert financial advice to Council, the CEO and Executive Management Team.
- Lead the strategic financial management of the organisation to support long-term sustainability.
- Contribute to the development and implementation of the Strategic Community Plan, Corporate Business Plan and other organisational strategies.
- Develop, maintain and monitor the Long Term Financial Plan.
- Undertake financial modelling, forecasting and scenario analysis.
- Identify opportunities to improve financial performance, efficiency and service delivery.
- Lead and mentor Finance and Administration staff to foster a high-performing team culture

Financial Planning, Reporting and Compliance

- Coordinate the preparation, implementation and review of the Annual Budget.
- Prepare and maintain accurate monthly, quarterly and annual financial reports.
- Ensure compliance with the Local Government Act, Regulations, Australian Accounting Standards and other legislative requirements.
- Prepare the Annual Financial Report and associated statutory returns.
- Monitor organisational financial performance and report variances and trends.
- Develop and maintain financial policies, procedures and internal controls.
- Ensure all financial records are accurate, complete and auditable.

Governance, Risk and Audit

- Maintain effective financial governance and internal control frameworks.
- Coordinate internal and external audit processes.
- Act as the principal liaison with auditors on financial matters.
- Support the Audit Committee and implementation of audit recommendations.
- Contribute to organisational risk management practices.
- Ensure statutory reporting obligations are met within required timeframes.
- Maintain compliance with relevant taxation obligations including GST, FBT, PAYG and Superannuation.

Treasury, Asset and Financial Systems Management

- Manage the Shire's investment portfolio, reserve funds and loan portfolio in accordance with legislation and Council policy.
- Monitor cash flow requirements and financial sustainability indicators.

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- Oversee financial asset accounting, asset valuations and depreciation.
- Ensure compliance with relevant accounting standards relating to assets and financial reporting.
- Oversee financial management systems, workflows, user access controls and delegated authorities.
- Lead continuous improvement of financial systems, processes and reporting practice.

Operational Finance and Team Management

- Oversee rates, payroll, debtors, creditors and general ledger functions.
- Ensure subsidiary ledgers reconcile with general ledger control accounts.
- Review and approve significant financial transactions, journals and end-of-year adjustments.
- Provide financial support and advice to managers across the organisation.
- Coordinate grant financial reporting, acquittals and Grants Commission returns.
- Manage employee performance, workforce planning, recruitment and professional development within the Finance team.
- Ensure appropriate resourcing and service continuity across Finance and Administration functions.

Work Health and Safety

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to your supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

EXTENT OF AUTHORITY:

Operates under the general direction of the Executive Manager Corporate Services in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

TRAINING, CONFERENCES, SEMINARS:

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes.

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Attendance at conferences, seminars and workshops is encouraged.

AWARD:

General conditions of employment are offered on the basis of the Local Government Industry Award 2020 Industrial Agreement.

CERTIFICATION

This Position Description outlines the primary responsibilities, duties and performance expectations of the role at the time of preparation. It is not intended to be an exhaustive list of all tasks and may be amended from time to time to meet the operational requirements of the Shire.

I acknowledge that I have received, read and understood this Position Description and accept the responsibilities and requirements of the position.

_____ Signature of Employee

_____ Signature of Supervisor

Date: _____