



15 June 2017

## **INFORMATION PACKAGE – DIRECTOR FINANCE & CORPORATE SERVICES**

Thank you for your interest in the position of Director Finance & Corporate Services with Council.

Please find attached the following:

- Tips for Preparing your Application
- Position Description (including selection criteria)

Council uses a merit-based selection process and welcomes applications from anyone who is qualified for this position.

Conditions of employment will be in accordance with the Local Government (State) Award. Depending on qualifications and experience, the annual rate of pay for this position will be within the range of \$85,000.00 to \$95,000.00 per annum, plus superannuation and a leaseback vehicle.

As part of the selection process the successful applicant will be required to undergo a Pre-Employment Medical to determine the applicant's ability to carry out the requirements of the position.

Written applications clearly identifying the position being applied for and addressing the **selection criteria**, together with a current résumé and contact details of three (3) referees should be forwarded to:

The General Manager  
Central Tablelands Water  
PO Box 61  
BLAYNEY NSW 2799

or by email to: [grhodes@ctw.nsw.gov.au](mailto:grhodes@ctw.nsw.gov.au)

Applications close at 4pm on Friday 7 July 2017.

Further information regarding the position is available from Council's General Manager, Mr Gavin Rhodes by telephoning 02 6391 7200.

G. Rhodes  
**GENERAL MANAGER**

*Central Tablelands Water is an Equal Opportunity Employer*



## **TIPS FOR PREPARING YOUR APPLICATION**

To be short-listed for an interview for this position your application should provide adequate information to demonstrate your ability to satisfy the **selection criteria**.

In your application you are requested to provide a written response for each criterion, explaining how you meet each criterion. It is also important that you provide sufficient details to support any claims made. The inclusion of examples of your work may assist you in demonstrating how you satisfy the criterion.

In addition to your written submission in relation to the selection criteria, please include a detailed résumé that provides information on any relevant positions that you have held. At a minimum, your résumé should provide an outline of the major duties you were responsible for, the positions you have held and the organisations you have worked for.

Please include copies of all certificates that are relevant to this position. (Please do not send originals).

Please also include contact details of three (3) referees.

As our filing system does not support folders or binders, please provide your application securely stapled in the top left-hand corner.



# Position Description and Duties Statement

## Director Finance & Corporate Services

### 1. Position Description

The position of Director Finance & Corporate Services is an administrative position, based at Council's administration office at 30 Church Street, Blayney.

The primary purpose of this position is the overall management of Council's finances and corporate governance requirements as well as the supervision of Council's Administration functions.

The Director Finance & Corporate Services reports directly to the General Manager.

**PRIME DUTIES AND RESPONSIBILITIES** include the following:

- Council's Responsible Accounting Officer.
- Preparation of the annual budget estimates.
- Preparation of the Quarterly Budget Review Statement.
- Preparation of the Annual Financial Statements.
- Ensure all subsidiary ledgers are balanced monthly to the general ledger.
- Oversight of all revenue activities, including water billing and monthly bank reconciliations.
- Management of Council's investment portfolio.
- Management of Council's corporate governance compliance requirements.
- Management of Council's insurance policies, including renewals and processing of claims.
- System Network contact for IT Services provider.
- Secretariat for Council's Audit Committee.
- Prepare reports and correspondence on financial and other corporate governance matters.
- Participation at all times with other staff in a team environment.
- Provide assistance, instruction and facilitate training to administration staff.
- Adhere to the Work Health and Safety (WHS) Act and Council's WHS policies and procedures.
- Adhere to Council's EEO policy.
- Perform other duties as directed, commensurate with level of responsibility and skills.



## **2. Salary**

The salary offered for this position is within the range of \$85,000.00 to \$95,000.00 per annum, plus any statutory superannuation contributions that Council is required to make, depending on qualifications and/or practical knowledge and experience. A leaseback vehicle is also available to the successful applicant. Other conditions will be in accordance with the Local Government (State) Award.

## **3. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee is normally located in the administration office located at 30 Church Street, Blayney. The employee may be required to conduct site inspections of properties in other towns and areas serviced by Council.

Council maintains a non-smoking policy whilst on council property or within council vehicles.

## **4. Training Requirements**

The maintenance of the required skills and attributes to carry out the objectives of the position and the duties associated with the position may require ongoing training and professional development. Maintenance of accounting and computer-specific skills is essential.

On-the-job training will be provided in key skill areas. The Director Finance & Corporate Services must be prepared to undertake all on-the-job training and professional development designed to maintain and enhance the skills necessary to perform to an acceptable level the duties of the position. In addition, the position may require attendance at short courses dealing with specific job skills. Formal training in other areas relative to the position will be encouraged.

## **5. Performance Measures and Indicators**

### ***Performance Appraisal***

An annual performance appraisal will be undertaken of the Director Finance & Corporate Services. The results of the appraisal will be made immediately available to the employee.

Any areas in which performance is assessed to be below the minimum level required for the position will be discussed with the employee, with the opportunity given for corrective action to be taken. Significant lapses in performance, which are not corrected, may lead to disciplinary action or dismissal.



### ***Performance Measures***

Effective and efficient management of the duties assigned to the position of Director Finance & Corporate Services will ensure:

- that all subsidiary ledgers are balanced on a monthly basis.
- that all insurances are renewed at the appropriate time and adequate covers are maintained against all insurable assets.
- that all investments are maintained in such a manner that council receives the best possible return on its reserves and surplus funds in accordance with the Office of Local Government Investment Order and Council's Investment Policy.
- the monthly bank reconciliation is completed in a timely fashion.
- that Council's Corporate Information Management System, Synergysoft, performs to its capabilities, provides good quality information and that staff are assisted with any problems associated in this area.
- that all statutory obligations, pertaining to the position, are performed as required and in a timely manner.
- that all correspondence to customers is factual, Council's policies are adequately communicated and that all such correspondence is clear, concise and timely.
- that all reports to Council are factual, customers' concerns and objections are clearly portrayed, and that all such reports are clear and concise with appropriate recommendations.
- that all problems affecting the efficient financial operation of Council are identified and remedied in a timely manner.
- that Council's image to the community is maintained as a positive one, with no examples to the contrary.
- that Council's policy on confidentiality is maintained.
- that there are no significant breaches of Council's policies or procedures.
- that enquiries and complaints by residents and consumers are referred to the appropriate personnel in a timely manner, with no significant examples to the contrary.
- that all work is carried out in a safe and healthy work environment in accordance with the provisions of the WHS Act and Council's safety policies and procedures, with no examples to the contrary.



**ESSENTIAL SELECTION CRITERIA:**

- Tertiary qualifications in accounting or business (or near completion) and/or extensive accounting experience
- Comprehensive knowledge of budget preparation, financial reporting, administration and accounting procedures
- Comprehensive knowledge of software applications in particular Microsoft Suite of Products and accounting software
- Well developed communication skills both written and verbal
- Well developed record keeping skills
- Demonstrated experience in business administration including Asset Management systems,
- Ability to interpret and apply WHS and EEO policies and principles
- Demonstrated ability to deliver a quality service to external and internal customers
- Demonstrated ability to work as part of a Team
- Demonstrated ability to prioritise work and meet deadlines
- Current Drivers Licence (minimum class C)

**DESIRABLE SELECTION CRITERIA:**

- Experience working in a Local Government environment
- Working knowledge of Local Government Corporate Management Systems
- Knowledge of Local Government (State) Award and Local Government Act