



### Position Description

<b>Position Title:</b>	Corporate Services Team Leader
<b>Date:</b>	March 2021
<b>Department:</b>	Corporate Services
<b>Supervisor:</b>	Director Corporate and Community Services
<b>Remuneration:</b>	Level 7 – dependant on qualifications and experience
<b>Award:</b>	Queensland Local Government Industry Award – State 2017
<b>Agreement:</b>	McKinlay Shire Council Certified Agreement 2018-2021
<b>Hours of Work:</b>	Full-time 8:30am – 5:00pm (36.25 hour week)

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#### Position Objectives:

##### a) Objectives of Position

- To efficiently and effectively provide for the oversight of Corporate functions of Council.
- To support and provide effective and timely communication with Council's external contract Accountants.

##### b) Within Organisation

- To contribute to the efficient and productive operation of the Corporate functions undertaken by Council.

#### ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

#### Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

**To do this, we will:**

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

**DUTIES AND RESPONSIBILITIES**

- Prepare accurate and timely financial reports under the guidance of Director of Corporate Services and contract accountant in accordance with statutory requirements for Council.
- Understand the requirements of Local Government Act and Regulation for Council.
- Annual review of Council Financial Policies and Procedures; Procurement, Investment, Debt, Revenue and Fees and Charges.
- Understand and implement adopted Council financial policies.
- Maintain integrity of finance system including the provision of access to employees as necessary.
- Directly supervise the operations of Debtors/Rates, Creditors, Payroll, Reception and Records Management ensuring compliance with the relevant Council policies and procedures.
- Provide training in Practical Plus modules including; Debtors, Rates, Creditors, Receipting, Payroll and Stores functions.
- Undertake Corporate staff performance appraisals in conjunction with Director of Corporate and Community Services.
- Daily reconciliation of Council's bank accounts, investment accounts, loan accounts and corporate credit card accounts.
- Preparation of monthly BAS.
- Preparation of End of Month reconciliations; journal interest earned, balance GL accounts..
- Monitoring of Council's Procurement Policy and provide procurement training.
- Provide administrative support for Council Officers in the area of job cost coding of purchase orders and general ledger accounts for debtors invoices.
- Provide administrative support in the application of Council's Investment Policy.
- Monitoring level of cash funds available in Council's operating accounts and completing transfers as necessary and with the appropriate authorisation.
- Coordinate the preparation of Annual Budget.
- Assist in the preparation of Annual Report, Community Financial Report.
- Assist external accountants with the preparation of Annual Financial Statements as required.
- Provide financial reports and assistance to the Engineering Department; RMPC, RPC, NDRRA, R2R, TIDS and other programs.
- Coordinate Asset Revaluations.
- Coordinate internal and external Audits.
- Maintain the Revenue Register.
- Maintain the Contracts Register.
- Coordinate the Quarterly Reviews of Council's Operation Plan.

- Assist staff to complete financial acquittals of funding programs.
- Coordinate the Quarterly Reviews of Council's Operational Plan.
- Ensuring departmental staff comply with Workplace Health and Safety policies and practices adopted in the Safe Plan.
- Commitment to EEO principals and practices.
- Other duties as directed.

#### **PERFORMANCE INDICATORS**

- Finance System Integrity maintained
- BAS submitted monthly within regular timeframes
- Council bank account reconciliation's completed accurately and within a timely manner
- Council policies implemented
- Rates/Debtors, Creditors, Payroll, Reception and Records Officers supervised and support provided
- Support provided for other Council officers as required in financial matters
- Council statutory financial obligations are met within the required timeframes
- Annual Budget prepared in a timely manner
- Support provided for Annual Report preparation in a timely manner
- Council's operating accounts cash levels maintained at appropriate level
- Level of support and communication maintained with external contract accountants.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Supervision Responsibilities:	Rates/Debtors Officer Creditors Officer Payroll Officer Reception Records
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy
Liaison Responsibilities:	External contract accountants Council Staff with respect to duties allocated Councillors Queensland Audit Office
Relieves:	Director of Corporate and Community Services

#### **WORKPLACE HEALTH & SAFETY**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

## SELECTION CRITERIA

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### **Prerequisites:**

- Experience in working in the financial or accounting area
- Understanding of key financial concepts
- Excellent communication skills
- Experience in or knowledge of Goods and Services Tax, Local Government reporting to State and Federal Departments

### **Preferred/Desirable Experience/Qualifications:**

- Accounting or business qualifications
- Local Government qualifications
- Experience with Civica's Practical Plus Accounting Package
- Experience with InfoXpert record keeping system
- Experience in Local Government rating practices

### **Skills:**

- High level of computer skills with demonstrated experience in Microsoft products
- Ability to work unsupervised and meet deadlines
- Demonstrated ability to supervise staff and provide support
- Demonstrated mentoring skills

### **Knowledge:**

- Knowledge of basic accounting or financial principles
- Knowledge of Local Government Act 2009 and Local Government Regulation 2012 is beneficial
- Knowledge of the Workplace Health and Safety Act and Regulations