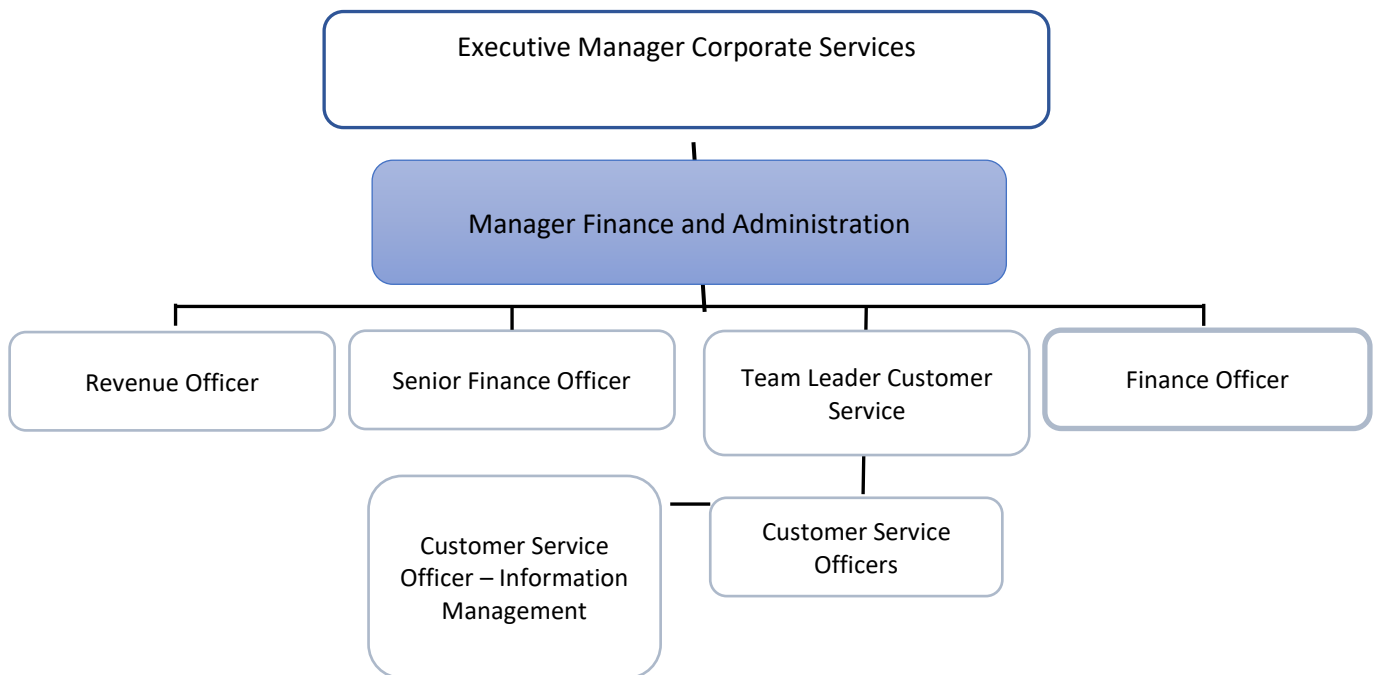


## HR PD - ADMIN 2 – MANAGER FINANCE AND ADMINISTRATION

<b>Position identification</b>			
<b>Position number</b>	ADMIN 2		
<b>Classification</b>	Level 9	Plus over award	
<b>Position title</b>	Manager Finance and Administration		
<b>Directorate</b>	Corporate Services		
<b>Business unit</b>	Corporate Services		
<b>Service area</b>	Finance and Administration		
<b>Location</b>	Town Hall		
<b>Agreement</b>	Local Government Industry Award		
<b>Status</b>	Permanent F/T		
<b>FTE</b>	1.0	<b>Hours p/week</b>	38
<b>Position created</b>	2019	<b>Last review</b>	May 2022

### *Reporting Relationships*



### *Corporate key performance areas outlined in:*

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Performance appraisal action plan

## Primary Objectives of the Position

- Staff supervision and overseeing the finance and administration functions of accounts payable, accounts receivable, banking, investments, taxation, payroll, rates, and customer service.
- Assists the Executive Manager Corporate Services with preparing the monthly financial statements, the annual financial statements, the annual budget and associated work papers, including monthly reconciliations.
- Assists the Executive Manager Corporate Services with managing the audit process and attending to audit queries. Oversee the completion of the month end audit checklist as per Appendix 1.
- 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 Executive Manager Corporate Services, implement and maintain systems for measuring council performance.
- Assist in the implementation of Power BI and dashboard reports for all Business Units.
- Undertake mapping of processes relevant to the Finance Business Unit and identify opportunities for functional improvements to the design of data management and information system solutions.

## Competencies

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Customer service</li><li>• Work Habits</li><li>• Self-management</li><li>• Communication</li><li>• Initiative</li></ul> | <ul style="list-style-type: none"><li>• Interpersonal Skills</li><li>• Quality of Work</li><li>• Professionalism</li><li>• Teamwork</li><li>• Community engagement</li></ul> |
|---|--|

## Qualifications/Training

- Minimum degree in Commerce/Business with a Major in Accounting and CPA/CA qualification (desirable).
- Hold a current 'C' WA class motor vehicle driver's licence.

## Experience

- Extensive experience in a senior position where accounting, administration and human resource principles have been acquired. (Minimum 5 years).

## Skills

- Computer skills including use of spreadsheets.
- Analytical skills and accuracy with figures.
- Developed time and personnel management skills.
- Developed verbal and written communication skills.
- Developed public relations and interpersonal skills.

## Knowledge

- Extensive knowledge in Accounting and Administration practices and procedures for local government.
- Sound knowledge of all aspects of office administration.
- Understanding of the Australian Accounting Standards, GST, FBT and accounting concepts.
- 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.

## Duties

### Accounting and Financial

- Assists the Executive Manager Corporate Services with preparing the monthly financial statements, the annual financial statements, the annual budget and associated work papers, including monthly reconciliations.
- Assists the Executive Manager Corporate Services with managing the audit process and attending to audit queries. Oversee the completion of the month end audit checklist as per Appendix 1.
- 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 preparation of the payroll and authorises payroll on a fortnightly basis. Ensure that the payroll reconciliation balances after each fortnightly payroll.
- 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.
- 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, Working Bonds and Contract Liabilities.
- Investment of surplus funds and the maintenance of the investment register.
- Manages the recoupment to and from the various Council funds (being inter-transfers between Municipal, Reserves and Other Accounts) on an ongoing basis.

### General

- Together with the Executive Manager Corporate Services manage the implementation of new systems to ensure continuous business improvement.
- Together with the Executive Manager Corporate Service review current systems for their accuracy and efficiency to ensure continuous business improvement.
- Update finance policies for the review of the Executive Manager Corporate Services before being presented to Council for approval.
- Assist in the systems management of the Council's computer and telephone systems during relief periods.
- Responds to incoming correspondence allocated to the position and recording on the SynergySoft records management system.
- Oversee the processing and related administrative processes of all insurance claims.
- Assist the Executive Manager Corporate Services with the annual review of Insurance Policies and return.
- Perform other duties as directed when appropriate to the scope and level of this position.
- Adhere to the Town's policies, procedures, Code of Conduct and Occupational Safety and Health Responsibilities.

### Customer Service

- Provide leadership to the Customer Service and Information Management team.
- Monitor performance against the Town's Customer Service Charter.
- Ensure legislative requirements with regards to the State Records Act are met.

## Selection Criteria (Skills, knowledge and experience)

### Essential

- Extensive knowledge in accounting and administrative processes for local government.
- Ability to prepare management and statutory reports including the monthly financial statements, annual budget and annual financial report unsupervised.
- Degree in Commerce/Business with a Major in Accounting.
- Sound knowledge of all aspects of office administration.
- Understanding of the Australian Accounting Standards and accounting concepts.
- Knowledge of Council's Organisation structures and functions.

### Desirable

- CPA/CA qualification.
- Knowledge of ITVISION Local Government software (SynergySoft).
- Knowledge of the Local Government Industry Award.
- Proven experience in a similar role.

### 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.

Position has purchasing authority in line with procedure **Yes**

### *Certification*

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature \_\_\_\_\_

Date \_\_\_\_\_

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature \_\_\_\_\_

Date \_\_\_\_\_

Appendix 1 – End of Month Audit Responsibilities



**Balance Sheet Reconciliations & Supporting Month End Duties and Reporting  
30th June 2021**

*Due Date - 4th Business day after 1  
System Module*

Account Name	Responsible Officer	Frequency of Reconciliation	System Module
<b>Bank Accounts Reconciliations</b>			
Monthly Investments Report to Council	Manager Finance	Monthly	
Interest Allocation Journals on maturity/reinvestment of investments - reconciled to Investments spreadsheet	Manager Finance	On maturity/reinvestment of each investment	
Corporate Credit Cards	Manager Finance	December & June	
<b>Receivables Accounts Reconciliations</b>			
<b>Current Receivables</b>			
Prepayments	Manager Finance	Annually	General Ledger
Accrued Income	Manager Finance	Monthly	General Ledger
Infringement - 3 year aged listing report	Revenue (Rates) Officer	Quarterly	Rates & Property
Write-offs to Council	Manager Finance/Revenue (Rates) Officer	Annually	Rates & Property
Provision for Doubtful Debts (ECL)	Manager Finance	Annually	General Ledger
<b>Non-Current Receivables</b>			
Self Supporting Loans Non-Current - East Fremantle Tennis Club	Manager Finance	Annually	General Ledger
Investment in Associate (SMRC) (Equity Method) (Awaiting SMRC Annual Report)	Manager Finance	Annually	General Ledger

Account Name	Responsible Officer	Frequency of Reconciliation	System Module
Department of Housing - Old Police Station - Reserves & P&L Statement	Manager Finance	Annually	General Ledger
<b>Creditors and Accruals Reconciliations</b>			
Charity Donations - Sale of Recycle Containers	Manager Finance/Senior Finance Officer	Annually	General Ledger
Accrued Expenses	Manager Finance/Senior Finance Officer	Monthly	General Ledger
<b>Contract Liabilities - Grants &amp; Income in Advance</b>	Manager Finance	Monthly	General Ledger
Credit Card - Year End Expense Accrual	Finance Officer/Manager Finance		
<b>Staff Entitlements Reconciliations</b>			
<b>Current Liabilities</b>			
Provision for Time in Lieu	Manager Finance/Senior Finance Officer	Annually	Payroll
Provision for Annual Leave	Manager Finance/Senior Finance Officer	Annually	Payroll
Provision for Long Service Leave	Manager Finance/Senior Finance Officer	Annually	Payroll
SMRC Loan SMRC Loan - Principal Repayment (Also consider Population Adjustment)	Manager Finance	Annually	General Ledger
	Manager Finance	Annually	General Ledger
			General Ledger
<b>Non-Current Liabilities</b>			
SMRC Loan	Manager Finance	Annually	General Ledger
Provision for Long Service Leave (Non-current)	Manager Finance/Senior Finance Officer	Annually	Payroll
<b>Non-Current Assets</b>			
Units in Local Government House Trust	Manager Finance	Annually	General Ledger
<b>Accumulated Surplus</b>			
Municipal Accumulated Funds	EMCS/Manager Finance		
Reserve Transfer Report - For Council	EMCS/Manager Finance	Annually - April/May	
<b>Asset Revaluation Reserve</b>			
Asset Revaluation Reserve - Land	EMCS/Manager Finance	Annually	Reserves
Asset Revaluation Reserve - Buildings	EMCS/Manager Finance	Annually	Reserves
Asset Revaluation Reserve - Infrastructure	EMCS/Manager Finance	Annually	Reserves

Account Name	Responsible Officer	Frequency of Reconciliation	System Module
Asset Revaluation Reserve - Plant & Equipment	EMCS/Manager Finance	Annually	Reserves
<b>Accumulated Reserve Funds</b>			
Vehicle, Plant and Equipment Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Non-Current Leave Entitlements Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Office Equipment Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Unspent Grants and Restricted Cash Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
HACC Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Legal Funds Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Civic Buildings Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Strategic Asset Management Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Arts and Sculpture Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
Waste Accumulated Reserve	EMCS/Manager Finance	Annually	Reserves
<b>Accumulated Trust Funds</b>			
Trust Interfund Transfer Account	Manager Finance/Finance Officer	Annually	Trust
Trust Accumulated Funds	Manager Finance/Finance Officer	Annually	Trust
Trust Interfund Transfer Account	Manager Finance/Finance Officer	Annually	Trust
Trust Creditors - Refunds Paid	Manager Finance/Finance Officer	Annually	Trust
Trust Creditors - Bonds, Deposits Received	Manager Finance/Finance Officer	Annually	Trust
<b>Other Reconciliations &amp; Duties</b>			
Unclaimed Monies	Manager Finance	Annually	
FBT Return	Manager Finance	Annually	

Appendix 2 – Control Activities

Control Activities MONTHLY REPORTING - MONTH END PROCESSING AND RECONCILIATIONS		
Group	Task	Comments
<b>Cash Reserves</b>		
Reconciliation	Confirm reconciliation of reserves register	Check all reserve transfer accounts are clearing to the correct account
<b>Loans</b>		
	Loan repayment schedules to current and non-current control accounts	At the end of each period reconcile the closing balance of the current and non-current borrowings accounts. These should be the same as the outstanding loan principal of all borrowings.
<b>General Ledger</b>		
Transactions	All general journals complete	Review all accounts, with regards to balances versus year-to-date budget and reasonableness. Process any necessary journals to correct incorrect postings
	Confirm budget amendments from previous Council meeting have been entered into accounting software	If not, list amendments for manual entry into Financial Statements
End of Month	Confirm all suspense accounts have been cleared	If there is a balance - check there are no batches waiting to be posted in Creditors or GL transactions
	Ensure income and expenditure classifications are correct	As per legislation, does the Statement of Comprehensive Income (SOI) by function and activity match the SOI by nature or type? Check revenue and expenditure totals
	Review other income class	Confirm there are no asset disposal income which has not been processed
	Posting period maintenance updated	
	Confirm all transactions completed	
	Confirm all batches posted	
	Confirm the period is closed for updating	



Group	Task	Comments
Report	General ledger/reports/report printing	SOCl by nature or type
		SOCl by function/activity
		Statement of Financial Position

Review	Confirm from the reports run	All variations of SOCl's agree
		Statement of Financial Position balanced (net assets equals equity)
	Check PWOH and POC allocations for allocation variances	

## Appendix 3 – Key Performance Indicators

<b>Key Performance Indicator</b>	<b>Measure</b>
Completion of Monthly Audit File	By 6 <sup>th</sup> business day from end of month
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