



Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Finance Manager		
Award:	<i>Queensland Local Government Industry Award - State 2020 (MA000112)</i>		
Employment Type:	Full-Time		
Reports to:	Director of Corporate and Finance		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	31st of August 2026

POSITION OBJECTIVE

The Finance Manager is responsible for providing professional accounting services, financial oversight and independent review of Council's financial operations to ensure accuracy, compliance, integrity and effective internal controls.

The position supports the delivery of high-quality financial management practices through oversight of Accounts Payable, Accounts Receivable, Payroll processes, reconciliations, financial reporting, audit coordination and continuous improvement of Council's financial systems and controls.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A community of opportunity

Our Purpose

Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

Financial Oversight and Internal Controls

1. Maintain oversight of Council's financial management processes and systems.
2. Conduct independent reviews of Accounts Payable, Accounts Receivable and Payroll transactions.
3. Monitor financial controls and recommend improvements to strengthen governance and accountability.
4. Ensure compliance with legislative requirements, accounting standards, Council policies and financial procedures.
5. Identify risks and provide recommendations to mitigate financial and operational exposure.

Financial Reconciliations

1. Oversee and review reconciliations including:
 - Bank reconciliations
 - Accounts Receivable reconciliations
 - Accounts Payable reconciliations
 - Payroll reconciliations
 - General ledger reconciliations
2. Investigate discrepancies and ensure timely resolution

Financial Reporting

1. Assist in preparing accurate and timely:
 - Monthly financial reports
 - Budget monitoring reports
 - Management reports
 - Grant acquittals and funding reports
 - Annual financial statements
2. Provide financial analysis and advice to management as required.

Audit and Compliance

1. Coordinate audit preparation activities.
2. Liaise with internal and external auditors.
3. Monitor implementation of audit recommendations.
4. Ensure supporting documentation and records are maintained in accordance with statutory requirements.

Support to Corporate Finance Operations

1. Provide professional accounting support across Council's operations.
2. Assist with annual budget development and forecasting processes.
3. Support procurement and asset accounting functions where required.
4. Provide technical accounting advice to management and staff.

Systems and Process Improvement

1. Promote effective utilisation of Council's financial management systems including Xero, Approval Max and associated software.
2. Identify opportunities to improve business processes, efficiency, reporting and controls.
3. Contribute to finance transformation and modernisation initiatives.

Other duties, consistent with duties and responsibilities of the position as directed by the CEO, Mayor or other senior Council staff.

SELECTION CRITERIA

➤ Essential:

- Current CPA Australia membership and CPA Qualifications.
- Tertiary qualification in Accounting, Commerce, Finance or a related discipline.
- Demonstrated experience in financial accounting, management accounting or local government finance.
- Strong knowledge of accounting standards, financial reporting requirements and internal controls.
- Experience overseeing financial reconciliations and reviewing financial transactions.
- High level analytical and problem-solving skills.
- Advanced proficiency in accounting software and Microsoft Excel.
- Demonstrated ability to work independently and manage competing priorities.
- Excellent written and verbal communication skills.

➤ Desirable:

- Experience working in local government.
 - Knowledge of Queensland local government legislation and regulatory requirements.
 - Experience using Xero, Approval Max or similar cloud-based accounting systems.
 - Experience working in remote or Indigenous communities. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.
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CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Corporate and Finance
Internal Liaison:	Members of the management team, elected members, and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

MANDATORY REQUIREMENTS

- Hold at minimum a current "C" class driver's licence
- Ability to pass a National Police Check
- Commitment to Council values and community wellbeing

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.