



**SHIRE OF MORAWA**

**FINANCIAL SERVICES COORDINATOR**

**APPLICATION PACKAGE**

[www.morawa.wa.gov.au](http://www.morawa.wa.gov.au)

*The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.*

# SHIRE OF MORAWA JOB VACANCY



## Financial Services Coordinator

<b>Work Type:</b>	Permanent, Full Time
<b>Award</b>	Local Government Officers (Western Australia) Award 2021 – Level 7 to 8 depending on skills and experience
<b>Salary Range:</b>	\$85,000 - \$105,000 per annum (cash component plus super guarantee)
<b>Location:</b>	Shire of Morawa Administration Office
<b>Closing Date:</b>	4pm on Friday, 5 July 2024

### COUNTRY LIVING AND CAREER DEVELOPMENT

If you are looking to get out of the busy city and move to a more enjoyable balanced lifestyle, then Morawa is the place to be. A family-orientated town with a strong sense of community, located less than 4 hours north of Perth, about 1 ½ hours from Geraldton, and only an hour from Dongara's fabulous beaches.

With benefits of a small country town Morawa is an ideal location for young families, entrepreneurs, individuals ready to start their career or those looking to refresh at the back end of their career. Morawa is a town where children still play in the streets, people know their neighbours, and people regularly get together at the various clubs to have a game or just to catch up socially. With access to excellent educational facilities and a range of local medical services, and recreational facilities comparable to large regional centres, Morawa has a great combination of isolation and comfort.

### POSITION

The Shire is seeking a motivated and suitably experienced finance officer to fill the role of Financial Services Coordinator.

This role is a fantastic opportunity to ensure smooth operation of the Shire's financial functions, working within the Corporate & Community Services team. The role will see you providing accounting services, including monthly general ledger and bank reconciliations, preparation of monthly financial reports, preparing of annual budgets and annual financial statements, maintenance of the Shire's asset register and leadership, training and guidance to the finance team.

Applicants with current or previous local government finance experience and experience with the SynergySoft finance system will be highly regarded.

The ability to multitask is essential, and a positive demeanour will go a long way towards ensuring success in this role.

With a beautiful Mediterranean climate, and stunning wildflowers in Spring, Morawa makes for the perfect country escape. There is no time like now to work and live in our friendly and relaxed community.

## ABOUT YOU

YOU are a pro-active, results driven individual renowned for your ability to multitask. YOU are confident and can demonstrate the ability to apply positivity and have contagious enthusiasm in delivering core values of business to a team and customers. YOU are adaptable and flexible to changing business needs. YOU are a driven high performer in team culture that is committed to providing outstanding customer service and financial documents. YOU are experienced in administrative structures, regulation and legislation interpretation and provide the right attitude and advice every time. YOU are a finance specialist who can provide specialist inputs.

## REMUNERATION PACKAGE

\$85,000 to \$98,000 is based on a full time employee and includes cash and the 11% superannuation guarantee. Other benefits available to this position may include matching 5% superannuation co-contribution, Shire housing or housing allowance, rostered days off, and healthy living reimbursement.

## FURTHER INFORMATION

An application package containing the position description for the role can be obtained from the Shire of Morawa website on [www.morawa.wa.gov.au](http://www.morawa.wa.gov.au). Further information can be obtained by contacting the Executive Manager Corporate and Community Services, Jackie Hawkins on [\(08\) 9971 1204](tel:0899711204).

## SUBMITTING AN APPLICATION

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience, and suitability for the position by demonstrating you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties required. It is essential that the information you provide is clear, concise, and relevant, so that the selection panel can readily assess your application.

Electronic applications can be submitted via the Shire's website:

[www.morawa.wa.gov.au/employment](http://www.morawa.wa.gov.au/employment) or sent via email to [emccs@morawa.wa.gov.au](mailto:emccs@morawa.wa.gov.au)

Posted applications should be marked "Private and Confidential" and addressed to;

Chief Executive Officer  
Shire of Morawa  
PO Box 26  
MORAWA, WA 6623

All submissions must be received by **4pm on Friday, 5 July 2024**.

**Interviews and appointment may be made prior to the closing date.**

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Shire of Morawa is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

# SHIRE OF MORAWA

## POSITION DESCRIPTION



POSITION DETAIL	
Position title	Financial Services Coordinator
Department	Corporate Services
Work location	Morawa Shire Administration Centre
Employment Type	Full Time
Award	Local Government Officers' (Western Australia) Award 2021
Level	Level 7 to 8 depending on skills, qualifications, and experience
Positions supervised	Finance Officers Other Corporate roles as agreed with the Executive Manager Corporate and Community Services
Reports to	Executive Manager Corporate and Community Services
Summary and Objectives	<ul style="list-style-type: none"> <li>To provide accounting support services for the Shire of Morawa in an accurate and timely manner.</li> <li>To prepare monthly financial reports for presentation to council and manage the delivery of the annual budget, budget reviews and year-end financial reporting.</li> <li>To provide leadership, support and guidance to the finance team.</li> </ul>
Date (revised)	August 2023

THE ORGANISATION	
<p><b>Our Community Vision is:</b></p> <p><i>"A welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all."</i></p>	
<p><b>Our Organizational values are:</b></p> <ul style="list-style-type: none"> <li>• We will be open and accountable</li> <li>• We will have informed decision making</li> <li>• We will be collaborative</li> <li>• We will listen, communicate and respond</li> </ul>	<p><b>Our Foundational Cultural Values</b> are that we put C.A.R.E into what we do:</p> <ul style="list-style-type: none"> <li>• Commitment</li> <li>• Attitude</li> <li>• Respect</li> <li>• Excellence</li> </ul>

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> <li>• Minimum of two (2) years' experience in a Local Government finance position</li> <li>• Good knowledge of Excel and financial management systems and tools</li> <li>• Ability to effectively manage time and willingness to work positively as an integral part of a small, efficient team, with a keen desire to 'get the job done properly the first time'.</li> <li>• Developed written, verbal and customer service skills.</li> <li>• Advanced computer skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Situational intelligence and an ability to maintain a high level of confidentiality.</li> <li>• Developed numeracy skills.</li> <li>• Sound interpersonal and public relations skills.</li> <li>• Sound keyboard skills.</li> <li>• Developed knowledge of Microsoft Office software including Excel. The ability to learn new systems and processes.</li> <li>• Solutions focused and outcomes oriented with the ability to extricate information, apply sound judgement and make good decisions.</li> <li>• National Police Clearance and Pre-employment Medical.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Tertiary qualification in a relevant field, including but not limited to Accounting, Finance, Business, Commerce</li> <li>• Leadership and/or staff management experience.</li> <li>• Broad understanding of Local Government governance and reporting deadlines.</li> <li>• Some strategic forward planning and process improvement skills.</li> <li>• Experience with Synergy Soft/IT Vision software.</li> </ul>

### **RESPONSIBILITIES AND DUTIES**

- Effectively and efficiently administer the finances of Council in an accountable manner including the timely and accurate preparation of Strategic (Future) and Corporate (Business) Plans, Budgets, Annual Statements, information returns, monthly reports, reconciliations and any other statutory requirements.
- Work with the Executive Manager Corporate and Community Services to provide quality advice and direction to Council and CEO on investments, financial trends, resource requirements and other matters affecting the finances of Council.
- Work with the Executive Manager Corporate and Community Services to monitor Council's financial operations ensuring as far as practicable that all operations are run in accordance with the Annual Budget (as revised from time to time) and that any areas of concern are reported to the CEO as soon as the concern or problem is identified.
- Work with the Executive Manager Corporate and Community Services to ensure all audit queries in respect of the Shire financial records are answered in a timely and appropriate manner. Initiate system changes in consultation with appropriate staff if the need arises from issues raised by the auditors or for the purposes of continuous improvement, development, and efficiency.

**Duties may include but not be limited to the delivery or oversight of any of the following areas of Finance:**

#### **Accounting**

- Prepare Monthly / Quarterly / Annual Financial Activity Statements with Variance Reports in compliance with statutory regulations.
- Prepare the Annual Financial Statements and Annual Accruals in accordance with Australian Accounting Standards and Local Government Financial

Management Regulations 1996.

- Prepare the Annual Budget in consultation with budget holders in accordance with 2.1.8 Local Government Financial Management Regulations 1996.
- Prepare the Shire's Budget Reviews in compliance with statutory regulations and Shire practices.
- Advise the Chief Executive Officer, Council and staff on all matters pertaining to the Shire finances and their area of responsibility, relating to the provision of monthly and ad hoc financial and management reports.
- Ensure compliance with all grant management and acquittal programs including but not limited to the R2R reporting program to the Department of Infrastructure, Transport and Regional Development and Local Government and preparation of the Annual Report for the Department and the Regional Road Group Program.
- Prepare or oversee the preparation of all FBT, BAS and Fuel Rebate returns in a timely manner.
- Maintain Financial Registers as appropriate.
- Preparation of the annual budget, budget review and annual financial statements including the preparation of templates, reconciliations and preparation of future cost templates.
- Year-end Reconciliations and working paper completion as required.
- Ensure all subsidiary ledgers balance to the General Ledger.
- Undertake any and all finance related activities or projects as directed by the Executive Manager Corporate Services or the CEO.

### **Monthly Duties**

- Monthly reconciliation of municipal, trust and reserve bank accounts.
- Monthly reports for credit card and fuel card purchases.
- Monthly reconciliation of Department of Transport transactions.
- Monthly BAS returns including Diesel Fuel Rebates.
- Monthly financial reports including but not limited to financial statements, variation reporting and payment listing.
- Monthly Council report agenda items.
- Purchase Order reconciliation and clean up.
- Monthly allocation journals for depreciation and administration.
- Maintenance and reconciliation of asset register including Fair Value transactions.
- Supervise financial data entry and processes, and provide backup for payroll, creditors and debtors during absences.
- Any other duties consistent with the level of the position as directed.

### **Creditors**

- Maintain supplier information, obtain new creditor details and ensure creditors system is kept up to date.
- Ensure the prompt matching of invoices to orders, verification of computations, verification of receipt of goods and services, that all procurement policies have been met and reconciliation of statements.
- Liaise with staff and suppliers for the resolution of discrepancies and disputes.
- Obtain payment authorisations from relevant officers.
- Process supplier invoice details into the creditors system.
- Process payment batches weekly.
- Monthly reconciliations.
- Prepare monthly list of payments for submission to Council by the due date.
- Filing and maintenance of records in an orderly and consistent fashion.
- Provide information to auditors as required.

- Produce the Creditor payment file for submission to the Australian Taxation Office annually by the due date.

### **Rates**

- Maintenance of shire rates records including raising of rates, reconciliation of rate ledgers, pensioner maintenance, interim rating, rates modelling and valuation roles, ensuring critical deadlines are met.
- Monthly reconciliations.
- Debt Recovery
- Maintain rates mapping in Synergy
- Ensure all rates records are correct and fix any discrepancies.

### **Payroll**

- Maintain accurate personnel records as to classifications, rates of pay, all leave entitlements, time in lieu, deductions and superannuation.
- Respond to employee enquiries in relation to payroll matters.
- Process timesheets in an accurate and timely manner.
- Prepare payroll in accordance with statutory requirements.
- Ensure that authorised deductions are made from employees' pay and that amounts deducted are remitted by the due dates.
- To be the officer responsible for all superannuation matters, including providing staff with generalised information they may seek. Maintaining all appropriate records and processing payments through the superannuation clearing house.
- Interpret relevant awards in association with Executive Manager Corporate and Community Services.
- Seek clarification from external parties on any payroll matters as requested by management.
- Fortnightly and Monthly reconciliations of payroll ledgers.
- Process all workers compensation matters including claims, reporting functions and to remain in contact with Council's insurers and WorkCover.

### **Debtors**

- Maintenance of debtor's ledger including raising of all invoices and credit notes as requested and the issuing of monthly statements.
- Monthly reconciliation of debtors.
- Follow up unpaid invoices regularly.

### **Administration and Customer Service**

- Support the Corporate & Customer Support Officer on front counter, library and answering phones when required.
- Processing of accommodation bookings.
- Department of Transport processing.
- Provide good quality Customer Service at all times.
- Conduct records management and archiving duties.
- General administrative support when required.

### **General Leadership**

- Actively contribute to the promotion of organisational leadership and culture.
- Assist in the development and management of the Shire' financial and corporate functions.

- Implement the Shire's operational and strategic plans within designated areas, as required.
- Assist with the implementation of changes within a continuous improvement framework that improve the operations of the Shire.
- Work with the Senior Management Team to monitor, review and update the Shire's long-term financial plan as required.
- Prepare agenda items for relevant Committee and Council meetings where they relate to Financial Services or other areas at the request of the CEO or Executive Manager Corporate and Community Services
- Foster, advocate and implement the Shire's Customer Service Charter. Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation.
- Maintain safe work practices in accordance with Occupational Safety and Health legislation, Risk Management and relevant Council policies.
- Foster, advocate and implement the Shire's Values Statements.
- Perform other duties as directed when appropriate to the scope and level of this position.

#### **Professional Commitment & Accountability**

- Participates in performance management processes, induction, recruitment, review and succession planning.
- Demonstrates a positive commitment to the Shire Code of Conduct and Policies.
- Embrace, support and participate in change to achieve Shire goals & objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health, EEO legislation and Council's Policies and Procedures.

#### **General Workplace Safety & Health**

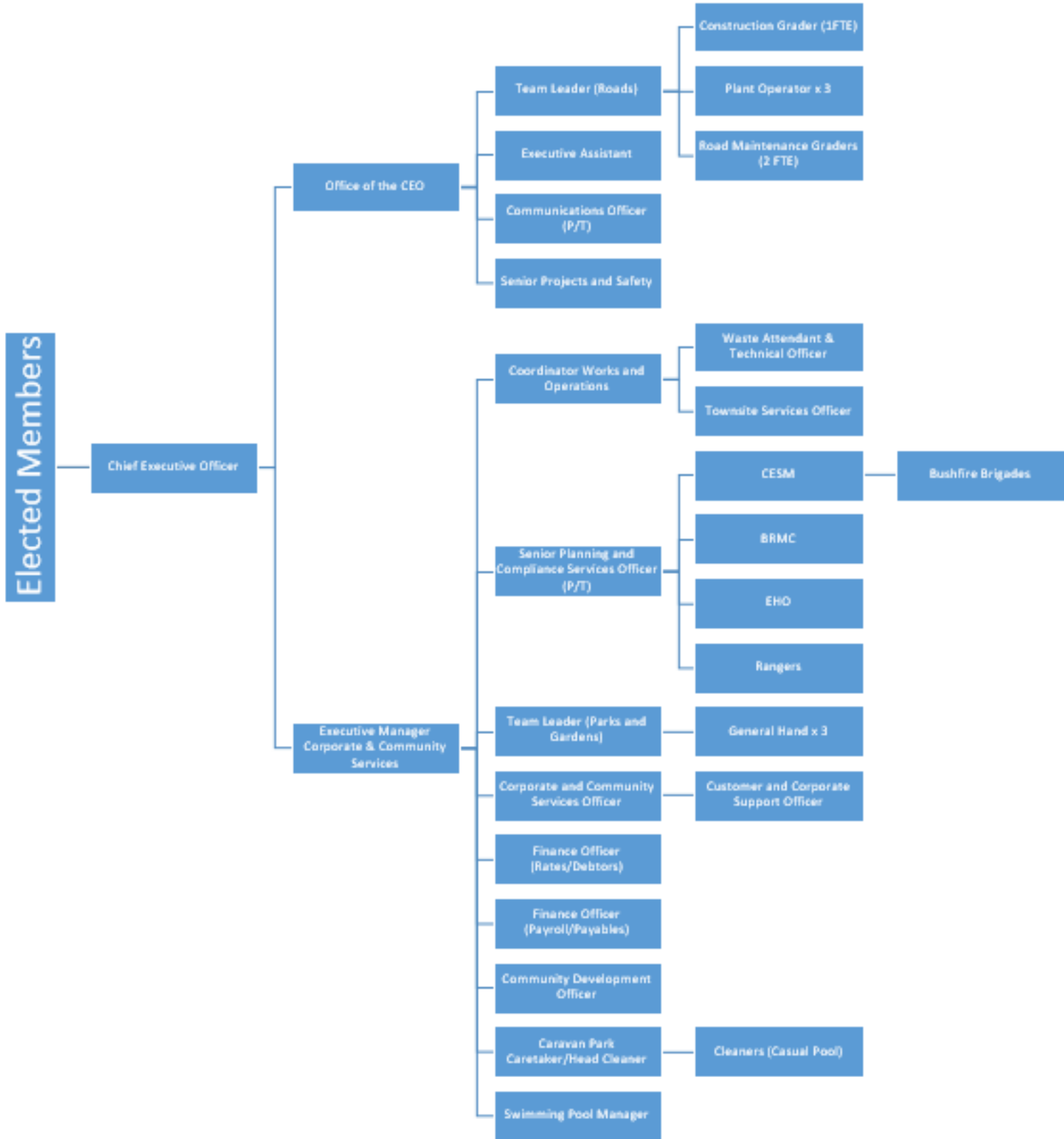
Employees are responsible and accountable for:

- Complying with WHS legislation, workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.





# SHIRE OF MORAWA ORGANISATIONAL STRUCTURE





## FINANCIAL SERVICES COORDINATOR

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The ability to multitask is essential, and a positive demeanour will go a long way towards ensuring success in this role. The Shire is offering a remuneration package from \$85,000 - \$98,000 based on a full time employee and includes cash and the 11% superannuation guarantee. Other benefits could include matching 5% superannuation co-contribution, housing and healthy living reimbursement.

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Applications should include a covering letter outlining their interest in the position and their alignment to the selection criteria, as well as a current resume detailing qualifications, experience, and at least two trade references, marked "Private and Confidential" and be forwarded to;

Chief Executive Officer  
Shire of Morawa  
PO Box 14  
MORAWA, WA 6623

or via email to [emccs@morawa.wa.gov.au](mailto:emccs@morawa.wa.gov.au) by 4pm on Friday, 5 July 2024.

Interviews and appointment may be made prior to the closing date.

Scott Wildgoose  
**Chief Executive Officer**