

## POSITION DESCRIPTION

Western Australian Local Government Association

<b>Position Title</b>	Finance Manager
<b>Portfolio</b>	Executive and Corporate Services
<b>Reports To</b>	Chief Financial Officer
<b>Employment Type</b>	Full-Time, Maximum Term Parental Leave Cover (Through to end of July 2025)
<b>Location</b>	West Leederville

### Team Overview

This position sits within the Finance team, which is responsible for financial transactions, financial reporting, related compliance and supporting the organisation with transactional needs. Additionally, the team supports financial sustainability and achievement of WALGA's objectives through budgeting, planning, analysis, performance reporting and business partnering.

### Position Purpose

Leading a small finance team, the Finance Manager provides financial operations services to WALGA and its related entities. Services include transactional services, annual reporting, managing audits and ensuring compliance with accounting, taxation and financial policies. This position is responsible for developing financial systems and processes with a mandate for automation, digitising and enhancing financial processes. The Finance Manager proactively helps stakeholders with their transactional needs and may assist the Senior Advisor FP&A with budgets as required.

### Key Accountabilities

<b>Business Partnering</b>	<ul style="list-style-type: none"> <li>• Build and maintain strong relationships with key stakeholders with proactive collaboration to understand their transactional needs and provide process solutions.</li> <li>• Collaborate with functional teams to ensure the alignment of transactions with compliance with accounting, taxation, and grant conditions.</li> </ul>
<b>Finance Systems and Processes</b>	<ul style="list-style-type: none"> <li>• Owner of finance system and applications.</li> <li>• Ongoing utilisation of technology to digitise processes and implementing automation to streamline financial operations and improve efficiency and accuracy.</li> <li>• Analyse finance processes and systems to identify areas for improvement and recommend solutions. Oversee the design, development, and maintenance of finance systems and process applications to ensure they meet business requirements.</li> </ul>
<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>• Demonstrates a consistent and visible commitment to WALGA's values and leads the team by fostering a culture of collaboration, accountability, innovation, continuous improvement, and agility.</li> </ul>

	<ul style="list-style-type: none"> <li>Lead a high performing team with the required capabilities, providing guidance and coaching, translating business plan objectives into actionable initiatives, setting clear goals and performance metrics.</li> </ul>
<b>Transactional Processes and Systems</b>	<ul style="list-style-type: none"> <li>Effective, efficient and timely operation of transactional activities, including receivables, payables, cashflow management, corporate cards, and fixed asset register.</li> <li>Manages month-end and year-end close processes.</li> </ul>
<b>Compliance and Controls</b>	<ul style="list-style-type: none"> <li>Compliance with external lodgement requirements, including business activity statements, fringe benefits tax returns and remittances.</li> <li>Monthly reconciliation of balance sheet accounts.</li> <li>Monthly reconciliation of income to source systems.</li> <li>Validation review of payment runs.</li> <li>Fraud prevention checks over new supplier bank accounts.</li> <li>Safeguarding of bank funds.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Finance reporting for WALGA, the Local Government House Trust and other related entities including committees.</li> <li>Grant acquittal financials in compliance with Australian Accounting Standards and grant agreements.</li> </ul>
<b>Year End and Audit</b>	<ul style="list-style-type: none"> <li>Responsible for managing all external audit processes, Australian Taxation Office audits and ensuring completion within the required timeframes.</li> <li>Responsible for coordination and timely preparation of annual financial reports.</li> </ul>
<b>Grant Programs</b>	<ul style="list-style-type: none"> <li>Support to teams managing grant funded programs from application to completion, including reporting, monitoring of financial compliance and grant acquittals.</li> </ul>
<b>Budget Assistance</b>	<ul style="list-style-type: none"> <li>Assisting the Senior Advisor FP&amp;A with budgets as required.</li> </ul>
<b>Support Services</b>	<ul style="list-style-type: none"> <li>Ensure delivery of quality support to WALGA end users, resolving issues quickly and providing a positive experience.</li> </ul>

## Key Relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>Escalate issues with suggestions and provide updates</li> <li>Receive advice and report on progress towards business objectives and future directions</li> <li>Provide expert advice and contribute to decision making</li> <li>Identify emerging issues/risks and their implications and propose solutions</li> <li>Report on progress towards business objectives and discuss future directions</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>Lead discussions and decisions regarding key projects and deliverables</li> <li>Lead, direct, manage and support performance and development</li> <li>Guide, support, coach and mentor</li> </ul>
Team	<ul style="list-style-type: none"> <li>Support a positive environment through teamwork, sharing knowledge and supporting colleagues</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>Provide expert advice on a range of accounting, taxation and financial data and strategies to the Chief Financial Officer and others within WALGA</li> <li>Optimise engagement to achieve defined outcomes</li> <li>Manage expectations and resolve issues</li> </ul>

	<ul style="list-style-type: none"> <li>Attend when appropriate, WALGA boards and committees with adhoc dealings with Elected Members.</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>Engage with auditors to manage external audits</li> <li>Engage the Australian Taxation Office and if required Internal Auditors</li> <li>Engage with consultants and systems support partners to negotiate the development, delivery and evaluation of projects</li> <li>Manage expectations and resolve issues</li> <li>Communicate needs, and facilitate routine business transactions</li> <li>Monitor, direct and address enquiries</li> </ul>
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> <li>Manage expectations and resolve issues with systems support and consultants as required</li> <li>Communicate needs, facilitate routine business transactions and resolve issues</li> <li>Negotiate and approve contracts and service agreements</li> <li>Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>

## Key Competencies/Demonstrated Experience

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Tertiary Qualifications in accounting or similar</li> <li>CPA/ CA qualified or with significant progress towards completion</li> <li>Technically strong with sound working knowledge of accounting standards, GST and employer taxation, including Fringe Benefits Tax</li> <li>Proven experience using and developing mid-tier ERP finance systems and processes, including automation of processes</li> <li>Proven experience in month-end processes and reporting</li> <li>Demonstrated experience with accounts receivable and accounts payable activities.</li> <li>Some experience with leading small teams</li> <li>Knowledge of project management principles (desirable)</li> <li>Knowledge of evolving trends of relevant technology</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent collaboration and interpersonal skills with the ability to work in partnership with senior leaders, managers and staff to provide support and implement organisational improvements</li> <li>High degree of organisation, time management and the ability to prioritise and manage multiple issues</li> <li>Ability to plan for and meet reporting deadlines</li> <li>Excellent Microsoft Office Suite skills with Advanced Excel and Power BI proficiency</li> <li>Highly developed written and oral communication skills</li> <li>High degree of judgement and reasoning</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.</li> <li>Promotes a collaborative and inclusive work culture and balances the success of the organisation with individual and team goals.</li> <li>Cultivates a culture of continuous learning, personal growth and professional excellence.</li> <li>Builds resilience across diverse, uncertain, and ambiguous contexts.</li> <li>Inspires and guides others in developing resilience skills and embracing change.</li> <li>Champions a culture of continuous improvement and fosters innovation in service delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Shows an awareness of the principles of Workplace Health &amp; Safety and applies them by taking care and being alert about issues in the workplace</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate and apply WALGA's values. <ul style="list-style-type: none"> <li>○ <b>Respect:</b> We treat everyone with honesty, integrity, and respect.</li> <li>○ <b>Excellence:</b> We are a professional organisation, delivering positive impact for members and community.</li> <li>○ <b>Accountable:</b> We take responsibility and work openly and transparently to earn the trust of our stakeholders.</li> <li>○ <b>Collaborative:</b> We leverage strong relationships and partnerships.</li> <li>○ <b>Innovative:</b> We constantly strive to improve, innovate, and adapt.</li> </ul> </li> </ul>