



## POSITION DESCRIPTION

<b>Position Title:</b>	Finance Manager
<b>Position Number:</b>	1042
<b>Location:</b>	Darwin
<b>Reports to:</b>	General Manager Finance & Compliance
<b>Designation:</b>	Above Award \$114,400 per annum
<b>Employment Status:</b>	Contract

### OBJECTIVES OF THE POSITION:

The Finance Manager provides effective leadership in sound financial management practices in accordance with the Australian Accounting standards and legislative requirements and administration to support the strategic direction of TIRC. Providing written reports and analysis to Council and senior management as required.

### KEY RESPONSIBILITIES:

1. Meet accounting standards and legislative requirements; good quality assurance and business standards
2. Provide high level financial advice and guidance to the senior management and staff on financial and budget matters in accordance with the Australian Accounting standards and legislative requirements
3. Develop and maintain effective partnerships and linkages with managers, agencies, service providers and other stakeholders, to assist in achieving TIRC's strategic objectives
4. Lead and manage the Financial Management Unit to ensure TIRC needs are met
5. Manage the TIRC Budgeting and Annual Financial Statement activities
6. Monitor and report on the effectiveness of Financial Management activities, policies and plans to enhance the Regional Council's strategic business and cultural development
7. Prepared to travel to the Tiwi Islands

### *Selection Criteria*

#### *Essential*

1. Tertiary qualifications in a related discipline
2. Membership of a relevant professional organisation e.g. CPA
3. Sound knowledge of relevant legislation and policy impacting on the financial management of TIRC, and the relationship with the strategic directions of the Regional Council
4. Extensive knowledge of public sector accounting practices, frameworks, principles, concepts and methodologies that apply to TIRC.
5. Senior experience and a record of achievement in budget management and the financial accounting function
6. Highly developed analytical and conceptual skills with demonstrated capacity to drive continuous improvement
7. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff particularly executive management

8. Proven skills in the leadership of multi-disciplinary teams, managing change and fostering a positive and high performing workplace
9. Strong organisational skills and experience in business planning and performance reporting

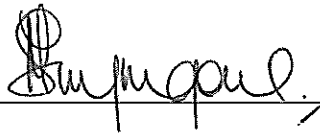
**Desirable**

- 1 Understanding of the role of and services delivered by TIRC
- 2 Preparation of general purpose financial statements
- 3 Management of Financial Audit Process
- 4 Prior experience with the Technology One financials ERP system or equivalent

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Approved by:

CEO:



Date:

3 - 2 - 16

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