

MANAGER CORPORATE SERVICES

APPLICATION PACKAGE

Contact

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MANAGER CORPORATE SERVICES

ABOUT THE ROLE

As the Manager of Corporate Services, you will lead and shape Shire of Dowerin's Finance, Administrative, and Corporate Service functions. Reporting to the Chief Executive Officer, this role involves overseeing the finance team, homecare team and Shire's administration team; and encompasses a range of duties such as managing budgets, financial reporting, managing Shire's Long term financial plan and so on.

You will also play a key role in strategic planning, supporting corporate services and other division such as homecare, and promoting the Shire's financial sustainability.

With responsibilities across finance, administration, customer service, and homecare, this role requires a blend of leadership, strategic insight, and hands-on management. You will be responsible for ensuring the effective delivery of finance-related services and for upholding high standards across corporate functions.

Additionally, you will coordinate audits and manage the risk program, providing guidance for continuous improvement in financial and operational practices.

ABOUT THE SUCCESSFUL CANDIDATE

The ideal candidate will bring strong financial acumen, excellent leadership capabilities, and a collaborative approach to team management. Essential qualifications include a tertiary degree in accounting, business management, or a related field, along with substantial experience in local government or a comparable setting.

You should be adept at financial planning, budget management, and compliance with the Local Government Act and Australian Accounting Standards. Your proven ability to lead diverse teams, manage resources efficiently, and enhance organisational performance is crucial. High-level proficiency in accounting software and Excel is required, with a preference for candidates familiar with IT Vision's Synergysoft and Altus modules.

Membership or eligibility for a recognised professional accounting body, such as the Institute of Chartered Accountants or CPA Australia, will be highly regarded. Additionally, strong interpersonal skills, adaptability, and a focus on achieving results will be vital for success in this role.

WHAT WE OFFER

Employment is offered under a contract period of three to five years with a remuneration package negotiated between \$136,210 to \$152,936 per annum, dependent on skills and experience.

SALARY PACKAGE	Min	Max
Base Salary	\$100,000	\$115,000
Superannuation at 11.5%	\$11,500	\$13,225
Accommodation/Housing (as per Council Policy)	\$17,680	\$17,680
Professional Development (education, training, conferences etc)	\$2,500	\$2,500
Professional Membership	\$800	\$800
Utilities	\$1,500	\$1,500
Phone (mobile)	\$1,500	\$1,500
Uniform Allowance (excluding PPE)	\$500	\$500
Gym Membership	\$230	\$230
TOTAL	\$136,210	\$152,935

ADDITIONAL DETAILS

Candidates must provide a current National Police Clearance and may also be required to complete a pre-employment health assessment.

This role grants significant autonomy, allowing the Manager of Corporate Services to set priorities and make independent decisions within the Shire's policies and relevant legislation. In this capacity, you will authorise expenditure, coordinate audits, and manage risk processes.

You will be accountable for the Shire's financial performance, ensuring full compliance with financial and statutory obligations, leading the finance team, and advancing the Shire's community-focused initiatives.

TO APPLY

Please provide a comprehensive resume that details your professional history, achievements, and relevant competencies for the Manager of Corporate Services role. Accompany this with a maximum of two-page cover letter that summarises your experience and conveys your enthusiasm for the position. s.

APPLICATION DEADLINE

Applications close on **25 November 2024, at 4pm**. Please submit your application by this date to be considered for this opportunity.

CONTACT FOR INQUIRIES

For further information or to discuss the role, please contact Manisha Barthakur, Chief Executive Officer at (08) 9631 1202 or ceo@dowerin.wa.gov.au. We look forward to hearing from individuals who are ready to make a meaningful contribution to the Shire of Dowerin and support our commitment to quality community service and financial stewardship.

Manisha Barthakur

CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

DOWERIN

Dowerin is a welcoming rural town in the Wheatbelt region of Western Australia, home to around 722 residents. The community thrives on its agricultural heritage, with wheat and barley farming at the heart of the local economy. This agricultural focus not only sustains many local families but also fosters a strong sense of pride among residents.

One of Dowerin's standout events is the Dowerin Machinery Field Days, which showcases the latest innovations in agriculture and draws visitors from across the country. This annual event serves as a vital opportunity for local businesses to connect and grow, highlighting the importance of agriculture to the community.

Life in Dowerin is enriched by various essential services and facilities. The town offers care services for seniors through the Shire-run Dowerin Home Care and educational support for young families via Regional Early Education and Development (REED). Residents and visitors can enjoy recreational amenities such as a 24/7 gym, the Memorial Swimming Pool, and the Dowerin Community Club.

The community's spirit is evident in its active involvement in local events, sporting clubs, and social initiatives, fostering a strong sense of belonging. Residents take pride in their town and work together to ensure its continued prosperity, making Dowerin a vibrant and connected place to live.

THE SHIRE

The Dowerin Shire Council is dedicated to enhancing the quality of life for all residents and visitors by providing a diverse range of essential community services. Our services include waste management, recreational facilities, local events, and support for various community organisations, ensuring that everyone can enjoy equitable access to facilities and resources.

Our committed staff deliver these services and foster a welcoming environment. They are supported by 7 Elected Members, who represent the community's interests, ensuring that residents' voices are heard in decision-making processes.

Our vision is for Dowerin to be a thriving rural community—a lifestyle choice for all generations and a preferred location for business development. We take pride in our vibrant, progressive community and aim to support every member in leading an active and fulfilling life in Dowerin.

REMUNERATION

Employment is offered under a contract period of three to five years with a remuneration package negotiated between \$136,210 to 152,936 per annum, dependant on skills and experience.

Component	Min	Max
Base Salary	\$100,000	\$115,000
Superannuation at 11.5%	\$11,500	\$13,225
Accommodation/Housing (per Council Policy)	\$17,680	\$17,680
Professional Development (education, training, conferences etc.)	\$2,500	\$2,500
Professional Membership	\$800	\$800
Utilities	\$1,500	\$1,500
Phone (mobile)	\$1,500	\$1,500
Uniform Allowance (excluding PPE)	\$500	\$500
Gym Membership	\$230	\$230
TOTAL PACKAGE	\$136,210	\$152,935
Probation Period	3 Months.	
Base Working Hours	9 day / 76-hour fortnight.	
Location	Shire Administration Office - 13 Cottrell Street, Dowerin.	

Industrial Agreement

Employment conditions are in accordance with the *Local Government Officers' (WA) Award 2021*.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from your supervisor.

Annual Leave - Pro Rata

20 annual leave days per year as per the *Local Government Officers' (WA) Award 2021* with an additional 17.5% leave loading.

Personal Leave - Pro Rata

10 personal leave days per year as per *Local Government Officers' (WA) Award 2021*.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Manager Corporate Services

Created October 2024



Department	Corporate Services
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Negotiated - Contract
FTE	Full Time

POSITION OBJECTIVES

- Provide leadership and coordination of Council's Administration, Finance, Corporate Services and Homecare functions including the supervision and ongoing review of the functions with a view to continuous improvement of services and financial sustainability.
- Oversee the quality and effectiveness of systems and procedures by which Administration, Homecare and Corporate services is delivered by Council, including ongoing monitoring of effectiveness of these systems in response to Corporate needs.
- To develop and implement robust financial management and financial strategies, managing budgeting processes, and providing accurate financial reporting to support decision-making. The Manager Corporate Services will collaborate with various departments to promote financial growth, sustainability, and transparency.

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Chief Executive Officer
Responsible for:	Administration Finance Officers, Ranger Contractor, Dowerin Home Care Staff, Swimming Pool Contractor.
Liaison with:	Community Members & Organisations, Government Departments, Councillors & Staff, Contractors & Suppliers.

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

Under the general direction of the Chief Executive Officer (CEO), key duties will include.

FINANCE AND FINANCIAL MANAGEMENT

- Provide leadership and direction to the Finance Department through the provision of professional and effective management of staff, services, and resources to provide a high level of service delivery.
- Prepare and manage the accurate and timely preparation of financial reports and statutory information including the annual budget, mid-year budget review and monthly financial reports, annual financial statements, and other statutory and management reporting requirements.
- Coordinate the preparation of the Shire's financial reports and statements in accordance with applicable accounting standards. The Shire's policies and legislative requirements and ensuring Tax Office returns (e.g. FBT, BAS, TPAR) and other relevant documentation is maintained, and administrative practices meet requirements.
- Develop financial plans and returns as required including the Long-Term Financial Plan, Asset Management Plan, Statutory Budget, Budget Review, annual and monthly financial reports, WA Local Governments Grants Commission return, WALGA Roads return, and any other plans, returns, acquittals and documentation relating to finance.
- Manage the Shire's incoming grants program by providing effective organisational support in relation to identification, sourcing, management, and acquittal of non-recurrent external funds in accordance with current Accounting Standards.
- Ensure that risk mitigation arrangements are in place to minimise risk to the Shire, ensuring data is protected, financial systems are secure, and the appropriate authorisations are applied
- Advise Council and CEO on all matters pertaining to Council finances, including providing advice to Council and staff on the general management of the Shire's financial affairs including investment of surplus and reserve funds, ATO compliance, revenue recognition, billing and debt collection, risk management, payroll and the purchasing and payables functions. Manage Shire funds in accordance with applicable legislation and policies.
- Oversee the various functions of the finance team including accounts payable, accounts receivable, payroll and the rating system ensuring that data entry is accurate, payments are made on time, and internal controls complied with.
- Oversee the management of the rating function in accordance with the requirements of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Rates & Charges (Rebates & Deferment) Act, Valuation of Land Act and Shire policies and business operating procedures.
- Coordinate the financial aspects of the Council's asset management system in accordance with legislative and Australian Accounting Standards requirements.
- Liaise with the Office of the Auditor General on statutory audit functions and other audits and review processes as appropriate, as per the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996 such as the Audit and Risk Committee, the triennial Regulation 17 audit, triennial Financial Management Review, interim and final external audits, any other external and internal audit functions, and ensure the implementation of audit findings meet statutory and legal obligations in relation to finance, accounting and taxation matters and prepare and present updated reports to relevant internal forums as required.
- Ensure adequate insurance cover for all relevant Council assets and activities, including workers compensation, and promptly process Council's insurance claims.
- Exercise Delegated Authority including authorisation of municipal and trust fund payments as required, ensuring correct recording of each exercise in accordance with the Local Government Act 1995.

- Effectively manage and encourage recommendations to improve systems, policies, and practices to ensure the continuous improvement of the Shire's Financial Management System.

COMPLIANCE, GOVERNANCE AND STRATEGIC BUSINESS

- In conjunction with the Chief Executive Officer, monitor and review the Council's Strategic and operational planning, including but not limited to: Integrated Strategic Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan.
- Ensure all legal and statutory compliances are met.
- Manage Council's risk management programs relating to administration and financial management.
- Ensure that there are strong controls and transparency of the Shire of Dowerin's administration and financial operations.
- Develop and review policies, procedures and practices that will enhance the finance and administration management processes of Council.
- Work with the CEO, members of Council and Shire of Dowerin employees to ensure effective leadership and management of the Administration, Finance, Corporate and Homecare Services portfolios.
- Contribute to the strategic development of the Shire of Dowerin's IPR Suite of Plans and align operational services, assets, resources, and strategies.
- Ensure that ethical and informed decisions are made based on the Shire of Dowerin's Employee Code of Conduct.
- Attend all Council and Committee meetings as directed by the Chief Executive Officer.
- Other duties as directed by the Chief Executive Officer.

LEADERSHIP

- Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers.
- Monitor and develop the Administration, Finance and Homecare Services staff performance standards, undertake performance appraisals, and provide performance counselling and advice to team members where appropriate.

CUSTOMER SERVICE AND CORPORATE SERVICE MANAGEMENT

- Implement, monitor, and review the Shire's Customer Service Charter.
- Develop and deliver processes and procedures to manage customer enquiries and complaints.
- Deliver a positive and professional customer service to internal and external customers, providing accurate information and effective assistance in a timely manner.
- Coordinate the Shire's Corporate Image and Style Guide.
- Oversee Ranger Administration in conjunction with the Shire Ranger.
- Oversee the Shire's Facilities and Grounds Booking System and relevant processes and procedures.
- Manage the Shire Cemetery function.
- Promote and facilitate a quality customer service culture across the organisation,
- Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all external and internal customers.

HOME CARE

- Monitor and overseeing of financial and service reporting to the department
- Provide regular reports and advice to CEO and Council on the performance of the homecare division
- Support managers/coordinators to ensure optimum performance by all staff through effective workforce planning, development and management and maintain compliance with mandatory education and training
- Ensuring all programs are fully compliant with contractual and legislative requirements and the Aged Care Quality Standards.
- Ensuring every operational role has full role clarity with current position descriptions and other workplace tools that are consistent with the organisational responsibility and accountability matrix / delegations.
- Providing strategic input to the leadership team regarding operational changes, challenges, and requirements.
- Working in close partnership with the relevant stakeholders and other key personnel to ensure the effective implementation and management of activities across operations.
- Identifying new opportunities and supporting continual growth of the Homecare division.

HUMAN RESOURCE MANAGEMENT

- Coordinate the Shire's Human Resource functions as directed by the Chief Executive Officer.
- Provide advice to the Chief Executive Officer on Award interpretations and general industrial relations.
- Coordinate staff training programs.

INFORMATION MANAGEMENT AND TECHNOLOGY

- Manage the Shire's Information Management System (SharePoint) and update the Recordkeeping Plan and relevant policies and procedures in accordance with the *State Records Act 2000*.
- Coordinate the ICT service delivery from the Shire's ICT Provider and any communication.

BEHAVIOUR AND CONDUCT

- Perform duties efficiently, responsibly, and ethically and in accordance with the Shire of Dowerin's Employee Code of Conduct.
- Contribute positively to the Corporate and Homecare teams and support team effort.
- Ensure that you always maintain and enhance the reputation of the Shire of Dowerin.

WORKPLACE HEALTH AND SAFETY

- Responsible for the Corporate and Homecare Services compliance with the *Work Health Safety Act 2020*, the *Occupational Safety and Health regulations 1996* and the Shire's OSH policies and procedures.
- To promote and lead a positive, proactive safety culture to all staff.
- To be responsible for ensuring own safety and health and that of others in the workplace.

RISK MANAGEMENT

- Responsible for the Corporate Services compliance with the Shire's risk management policies and procedures.
- Responsible for performing risk assessments and investigating possible risks associated with operational procedures as reported by staff.
- Comply with the Shire's risk management policies and procedures.

REQUIREMENTS OF THE JOB

ESSENTIAL

- Tertiary qualifications in Accounting or Business Management and/or extensive experience in a similar role.
- Sound knowledge of Australian Accounting Standards, Local Government Act 1995 and Regulations, Taxation legislation with experience in the preparation of budgets, financial reporting.
- Proven ability to develop organisational Annual Financial Reports, General Purpose Financial Statements and Statutory Budget Documents with a thorough knowledge of Australian Accounting Standards. • Extensive experience delivering financial services including long-term strategic financial planning, statutory reporting, budget development, and management reporting, in local government or business.
- Experience with Local Government management of Council rates, including rates modelling, and knowledge of the Local Government Act 1995 and related regulations as they apply to differential rates.
- Proven ability to effectively lead, manage and motivate a work team and work cooperatively and effectively with others to set goals, resolve problems, and make decisions that achieve results and enhance organisational effectiveness.
- Demonstrated proficiency with computerised accounting systems with proficiency in the use of Microsoft Office suite of products (i.e. Microsoft Word, Excel, Outlook) with advanced skills in Excel.

DESIRABLE

- Demonstrated proficiency in IT Vision's Synergysoft and Altus accounting packages will be highly regarded.
- Possession of, or progress towards, a recognised management qualification.
- Possess a membership or are eligible for membership of the Institute of Chartered Accountants Australia or Certified Practising Accountants Australia

EXTENT OF AUTHORITY

- Position establishes own priorities and workflows.
- Position operates autonomously and decisions are made using own initiative within the Shire's policies, delegated authorities, and relevant legislation.
- Authorises operating expenditure for the requisition of goods and services in accordance with Council Purchasing Policy.
- Approves expenditure in relation to training and development programs within the Corporate Services directorate.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate and Working with Children Card is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

CERTIFICATION

Authorised by Chief Executive Officer

Signature

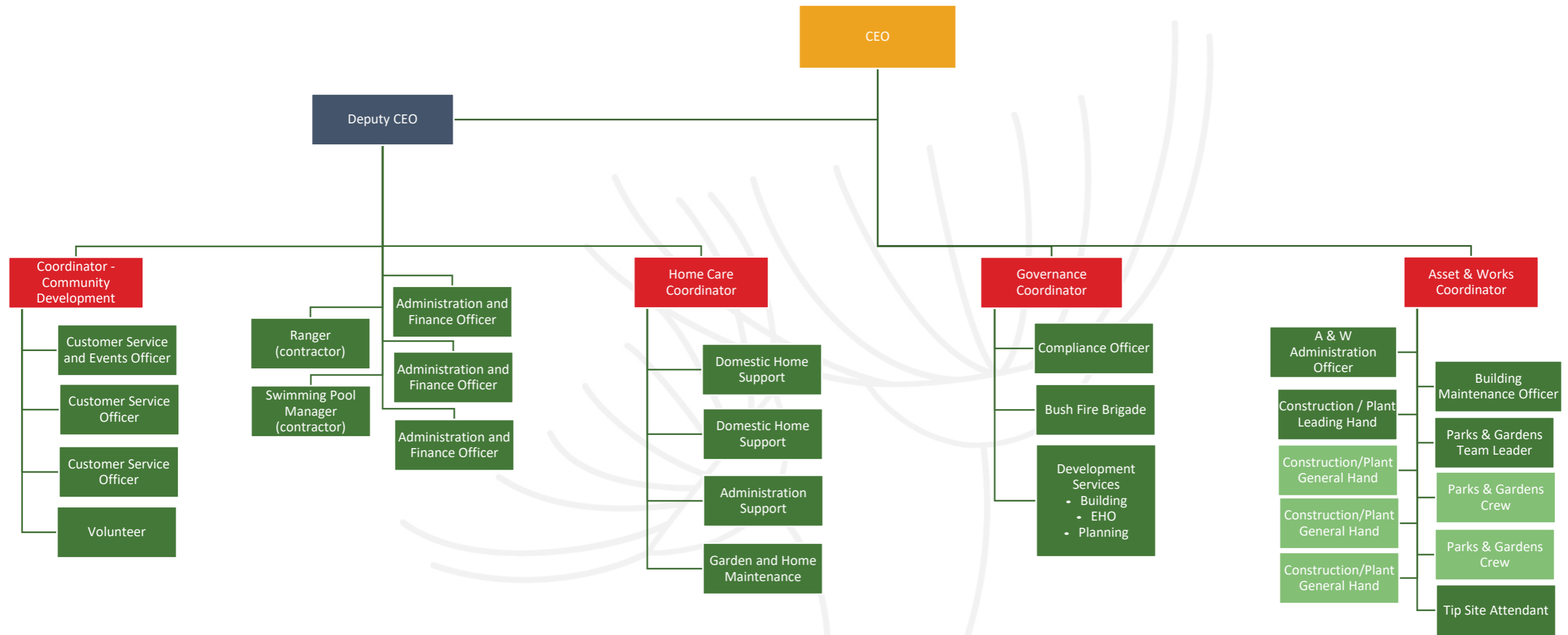
Date Reviewed 28 October 2024

INCUMBENT ACKNOWLEDGEMENT

Employee

Signature

Date



APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

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

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.