



Deputy Chief Executive Officer Application Package



9 Lynch Street Corrigin WA 6375
Telephone: (08) 90632 203
CEO Mobile: 0427 425 727
Website: www.corrigin.wa.gov.au

Shire of Corrigin

Deputy CEO

An excellent opportunity exists for an enthusiastic and experienced professional to lead the finance and administration team at the Shire of Corrigin and assist the CEO to deliver the Council's strategic objectives. The position requires strong financial management skills to provide accurate and timely financial and management reports to Council including the preparation of the budget and Annual Report.

The Shire of Corrigin is located 235km south east of Perth in the Wheatbelt region with a population of approximately 1200 people. The main industries of this progressive farming community are cereal cropping and livestock production.

Corrigin is well serviced with health and medical facilities including a hospital, doctor, dentist and visiting allied health professionals. Several manufacturing businesses are located in Corrigin as well as supermarkets, cafes, a hardware store, hotel and other retail outlets. The town has excellent recreation facilities including a recreation centre, 50m pool, hydrotherapy pool, indoor netball and squash courts, football and hockey field, tennis courts, golf course, bowling greens, parks and playgrounds. Families in the town are supported with a district high school and day care centre.

The Deputy CEO will manage the daily operations of the shire to ensure that the finance and administration functions are delivered effectively and efficiently.

Relevant tertiary qualifications and previous experience working in the local government industry are required along with skills in financial and asset management and reporting.

A three year performance based contract is offered with an attractive remuneration package of \$122,840 to \$134,290. Salary and benefits are subject to negotiation but may include: base salary, superannuation up to 14.5%, private use of a motor vehicle, 4x2 bedroom house, professional development and uniform allowance and relocation expenses.

Applications should be marked ***Private and Confidential – Deputy CEO Application*** and emailed or posted to:

Mrs Natalie Manton
Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375
ceo@corrigin.wa.gov.au



Deputy CEO Application Information

Please read the Application Package information carefully.

Thank you for expressing interest in this senior designated position with the Shire of Corrigin. Further information about the position is available by contacting CEO Mrs Natalie Manton on 0427 425 727.

Your application should consist of:

- A cover letter addressed to the Chief Executive Officer
- A resume setting out your personal details, contact details, employment history (with your most recent employment first) with details of the duties and other relevant information such as personal interests.
- The details of your educational history/academic qualifications, and identifying information such as institution, and dates attended.
- Details of any ongoing study/professional development.
- Two referees including contact information and relationship to you as the applicant
- Information addressing all the selection criteria in a structured format. Please provide sufficient information to allow an assessment of your skills, knowledge, experience and suitability for the position. A short paragraph for each of the criteria is sufficient.
- Please provide information concerning your anticipated commencement date if successful.

Include any additional information that you believe may be relevant to the application interview or your appointment so that we can take that into consideration in selecting the best applicant.

The closing date and time for applications is Monday 29 July 2019 at 4pm. Late applications will not be accepted.

Immediately after the closing date the applications will be assessed, ranked and a short list developed.

The preferred candidates will be required to attend an interview in Corrigin with a selection committee comprising the CEO and two elected members.

The Shire of Corrigin is an equal opportunity employer.



Referee and Reference Checks

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide additional material or information that you wish to support your application.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Pre-Start Requirements

A Police Clearance will be required prior to confirmation of employment.

A pre-employment medical assessment will be required prior to confirmation of employment. The Shire of Corrigin will nominate an approved Doctor and pay for the cost of the medical assessment for the successful applicant.

The Shire of Corrigin has a Code of Conduct, Code of Behaviour and Fit to Work Policy which includes drug and alcohol testing. By accepting employment with the Shire of Corrigin employees must agree to abide by these codes and policies which may include undergoing random drug and alcohol tests.

Probationary Period

Appointment to this position is subject to a six month probationary period.



Selection Criteria

Essential:

- Knowledge of local government accounting requirements and processes including budgeting and financial reporting practices.
- Knowledge of legislation applicable to local government.
- Detailed knowledge of local government integrated planning and reporting framework.
- Experience in asset management, long term financial planning and workforce planning.
- Developed communication, team building and leadership skills.
- Effective time management skills.
- Developed problem solving and conflict resolution skills.
- Proficiency in Microsoft Office Suite, in particularly MS Excel.
- Sound knowledge of information technology including computer systems and Synergysoft software.

Desirable:

- Tertiary qualification in relevant discipline or substantially advanced towards a qualification.
- At least three years' experience in an accounting, administration or supervisory position within local government, or the commercial or public sectors with an understanding of the workings of Local Government.

Key Performance Indicators

Leadership and Management

- Provide effective leadership, management and professional support to CEO and Council.
- Administrative and financial service complies with relevant legislation as well as the Shire of Corrigin policies and procedures.

Financial Management

- Accurate and timely financial management and reporting.
- Annual report and budget is prepared for Council in timely manner.
- Monthly financial reports and information is provided to Council including financial progress and variances.

Integrated Planning and Reporting

- Asset management plans and long term financial plan are maintained and updated.
- Corporate Business Plan is monitored and updated.
- Ensure informing strategies and plans are linked to the Shire of Corrigin Strategic Plan.

Best Practice and Quality Service Delivery

- Encourage and motivate team to deliver high quality services and work towards achieving best practice.
- Facilitate teamwork and culture of continuous improvement.

Conditions of Employment

Employment is offered under a performance based contract for a 3 year period with a negotiated remuneration package comprising of the following:

Base Salary (Cash Component)	\$80,000.00	\$90,000.00
Superannuation (9% SGC)	\$7,600.00	\$8,500.00
Superannuation 5% (Employee matching contribution)	\$4,000.00	\$4,500.00
Housing	\$11,180.00	\$11,180.00
Motor Vehicle	\$14,960.00	\$14,960.00
Telephone and IT	\$2,000.00	\$2,000.00
Professional Development and conference	\$2,000.00	\$2,000.00
Professional Membership/Subscriptions	\$500.00	\$500.00
Uniform allowance	\$600.00	\$600.00
Package Total	\$122,840.00	\$134,290.00

Annual Leave: The position attracts 4 weeks annual leave. Executive time off is available in consultation with the CEO.

Personal, compassionate, carer's and long service leave as per Local Government Industry Award and National Employment Standards.

Superannuation: Superannuation of up to 14.5% based on 9.5% superannuation guarantee contributions and an additional 5% contingent upon the employee's matching contributions. Salary Sacrifice is available on the employee's contributions.

Housing: A modern 4 bedroom 2 bathroom brick residence is provided.

Motor Vehicle: A fully maintained motor vehicle is provided with unrestricted private use as per Council policy.

Telephone: Mobile phone supplied for work and private use.

Housing Utilities: Annual water consumption charges up to \$200.

Removal Costs: Council will meet the reasonable costs of the successful applicant's removal expenses with 50% reimbursement after 6 months and the balance after the completion of 12 months service to a maximum \$5,000.





Deputy Chief Executive Officer Position Description

Position Summary

The Deputy CEO provides leadership, management, professional support to the Chief Executive Officer and Council to ensure the administration and financial services are compliant with relevant legislation and Shire of Corrigin policies and procedures. The Deputy CEO manages the Shire of Corrigin customer service and financial functions in an effective and efficient manner for the benefit of the residents of the Shire of Corrigin.

The position requires strong financial management skills to provide accurate and timely financial and management reports to Council to facilitate good decision making, governance and compliance including the preparation of the Budget and Annual Report. A key role of the Deputy CEO is to assist the CEO and Council to deliver the outcomes outlined in Strategic Community Plan and Corporate Business Plan by maintaining the Asset Management Plan, Long Term Financial Plan and other informing plans.

Requirements of Position

Skills

- Highly developed local government accounting skills.
- Developed team building and leadership skills.
- Effective time management skills.
- Developed verbal and written communication skills.
- Developed public relations and interpersonal skills.
- Developed problem solving and conflict resolution skills.
- Proficiency in Microsoft Office Suite, in particularly MS Excel

Knowledge and experience

- Knowledge of local government accounting requirements and processes including budgeting and financial reporting practices.
- Knowledge of legislation applicable to local government.
- Sound knowledge of information technology including computer systems and software operations.
- Detailed knowledge of local government Integrated Planning and Reporting Framework.
- Experience in asset management, long term financial planning and workforce planning.
- Experience in financial management to ensure that financial resources are used in an effective manner and within budget allocations.
- Experience in the use of IT Vision "Synergysoft" software.
- At least three years' experience in an accounting, administration or supervisory position within local government, or the commercial or public sectors with an understanding of the workings of local government.

Qualifications and/or training

- Tertiary qualification in relevant discipline or substantially advanced towards a qualification.
- Current drivers licence.

POSITION IDENTIFICATION	
POSITION TITLE: Deputy CEO	LEVEL: Negotiated contract
SECTION: Administration / Finance	HOURS: Normal hours are 8.30am to 5.00pm Monday to Friday Flexible hours by arrangement with the CEO Additional hours may be required during busy periods Executive leave by arrangement with CEO
REPORTS TO: Chief Executive Officer	SUPERVISES: Finance Team Manager Finance Finance Officer – Payroll/ Creditors Finance Officer – Rates/ Debtors Customer Service Team Customer Service Officer Admin Officer Cleaner Community Services Team Community Resource Centre Coordinator Resource Centre Assistants
ACCOUNTABILITY OBJECTIVES	
KEY FOCUS OF THE TEAM: To provide a quality service to internal and external customers of the Finance and Administration sectors.	KEY FOCUS OF THIS POSITION: Compliance with relevant Local Government legislation and Council policies and procedures.
KEY DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> • Assist the CEO in the sound financial management and the general day to day management of the local government operations. • Responsible for maintaining accurate accounting records and produces reports in accordance with the relevant statutes, regulations and Council. • Liaise with other employees on matters associated with financial control rates, human resources, occupational safety and health, risk management, insurance management, property management, leases, bushfire control and recreation centre management. • Act as CEO during periods of absence and leave. • Develop and implement the strategic direction and policy of the local government as an active member of the executive management team. • Provide leadership and direction to divisions under responsibility. 	

OUTCOME 1: *Responsible for the compliance with the Local Government Act and regulations and Council policies*

- Ensure compliance with the Local Government (Financial Management) Regulations, the Local Government Act 1995 and Australian Accounting Standards as well as Council policies.
- Preparation of monthly and annual financial reports for presentation to Council in compliance with statutory provisions and Council policy.
- Preparation of annual budget
- Monitor performance against budget estimates and assist in the preparation of an annual budget review, in accordance with statutory requirements.
- Liaise with Council auditors on the conduct of interim and annual audits and ensure appropriate follow up action on recommendations and advice.
- Maintenance of Fringe Benefits Tax records and preparation of annual returns.

OUTCOME 2: *Achievement of timely and cost effective customer focused services*

- Supervise customer service and administration staff
- Create a positive image of the Council by delivering excellent customer service to all internal and external customers in accordance with Customer Service Charter
- Ensure that staff deal promptly, empathically and efficiently with customers to meet their needs adhering to customer service standards expected

OUTCOME 3: *Prepare and update Integrated Planning documents*

- Maintain and update Corporate Business Plan
- Maintain and update Asset Management Plan
- Maintain and update Long Term Financial Plan
- Maintain and update Workforce Plan

OUTCOME 4: *An accurate and timely payroll system is maintained.*

- Supervise and monitor timely and accurate completion of payroll related processes including fortnightly reconciliations.
- Oversee maintenance of personnel records
- Ensure compliance with superannuation legislation

OUTCOME 5: *An accurate and timely rating function is maintained.*

- Supervise and monitor monthly reconciliation of rating records, rate book balance, General Ledger Control account and property valuations
- Ensure Electoral Roll is maintained
- Rates ledger is to be reconciled to the General Ledger

OUTCOME 6: *Ensure the Trust Fund is maintained and reported to Council on a monthly basis.*

- Ensure that the Trust Fund is maintained in accordance with the Local Government Act 1995 S6.9(1)(2)&(3)
- All payments are compliant with Financial Management Regulations Reg 12 and 13(2)
- Trust Ledger is to be reconciled to the General Ledger

OUTCOME 7: *Ensure Reserve Funds are maintained and reported to Council on a monthly basis.*

- Monthly Financial Reports are prepared in accordance with the Local Government Act S6.4(1) and Financial Management Regulations Reg 34
- The Reserve Fund is maintained in accordance with the Local Government Act S6.11

OUTCOME 8: *Ensure Loan Register is maintained and reported to Council*

- Ensure accurate loan register is maintained
- Ensure that Council requests to borrow funds will be in accordance with the Local Government Act S6.20
- Loan fund repayments are paid by due dates

OUTCOME 9: *Maintain the Asset Register on a monthly basis.*

- The register of fixed assets is maintained on a monthly basis with the inclusion of all completed acquisitions
- All disposals are completed in accordance with the Local Government Act and reported in the month of disposal
- Ensure plant and stock system is maintained and reports are completed
- Responsible for Fair Value accounting and reporting

OUTCOME 10: *Oversee accurate and timely creditors and debtors functions.*

- Supervise and monitor creditor and debtors transactions
- Monitor adherence to purchasing policy
- Creditors Ledger is reconciled to General Ledger monthly
- Debtors Ledger is reconciled to the General Ledger monthly

OUTCOME 11: *Handling of all General Insurance Claims.*

- Issuing of insurance claim forms to relevant parties
- Liaise with insurer regarding all claims
- Forward all relevant documentation to insurer
- Follow up on all claims and reconcile all payments

OUTCOME 12: *Industrial Awards, Occupational Safety & Health and EEO legislation are applied and observed.*

- Comply with statutory obligations, Council policies, procedures and guidelines including those relating to Industry Awards, Occupational Health and Safety, Risk Management, Equal Opportunity, Disability Awareness, Privacy and Code of Conduct.

OUTCOME 13: *Provision of financial and administration assistance as required*

- Invest of Council funds in consultation with CEO and council policy
- Prepare grant acquittal when required
- Co-ordinate and prepare the annual Grants Commission Return
- Assist other staff with financial information and statistical data
- Manage the day-to-day operations of computer systems, including installing new software and initiating new systems when appropriate.

PRINCIPAL CONTACTS	
WHO	PURPOSE
<p>INTERNAL Chief Executive Officer Governance Project Officer Manager of Works and Services Administration Staff</p> <p>EXTERNAL Ratepayers Elected Members Community members Government Departments Emergency Services Creditors/Debtors Auditors IT Service provider Banks</p>	<p>To provide an accurate and timely financial service to all internal and external customers.</p> <p>Assist in the provision of administrative functions for the Administration/Finance Team to ensure that the functions of the section are carried out efficiently and are consistent with the principles of the Shire's Strategic Plan</p> <p>Support and assist other team members to perform their activities</p>
EXTENT OF AUTHORITY	
<p>Operates under limited direction of the CEO within established guidelines, procedures and policies of Council, as well as statutory provisions of the Local Government Act and other legislation and accounting standards.</p>	
ANNUAL REVIEW	
<p>At least once in each calendar year the Chief Executive Officer will conduct an evaluation of the Deputy CEO performance including an assessment of achievement against the following key performance indicators:</p> <p>Leadership and Management</p> <ul style="list-style-type: none"> • Provide effective leadership, management and professional support to CEO and Council • Administrative and financial service complies with relevant legislation as well as Shire of Corrigin policies and procedures 	

Financial Management

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Best Practice and Quality Service Delivery

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- Facilitate teamwork and culture of continuous improvement.

Signed:
Deputy CEO: _____

Date: _____

CEO: _____

Date: _____

Position Description Review History

Created		
Reviewed and updated	CEO	24 May 2018
Reviewed and updated	CEO	29 June 2019