

Position Vacant

Business Services Manager

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications;
- Professional Development (any other courses you have completed or are currently enrolled in);
- Computer skills and software packages you are familiar with;
- Employment History (Position, School/Organisation, Dates);
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

The job will remain open until this position is filled. Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Business Services Manager	Classification Level	Level 6 – 8
Department	Corporate Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Director of Corporate Services	Location	Napranum
Nature of Employment	Full-Time		

PRIMARY POSITION OBJECTIVE/S

This position is accountable to the Director of Corporate Services and is responsible for financial oversight of council's businesses – including Aged Care and Child Care - and ensuring that grant approved projects meet timelines and all expenses meet eligibility, in addition the maintenance of council's assets register. Support the financial team during budget preparation, internal and external audits and assist in the preparation of year end statutory accounts.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Liaise with council's Aged Care facility to assist in managing budgets and grant compliance.
- Liaise with council's Child Care facility to assist in managing budgets and grant compliance.
- Oversight of all council's grant programs to assist the grants officer in compiling the milestone reports and acquittal.
- Maintain and update council's asset register.
- Monthly reconciliation of council's grants progress for a report to Council
- Prepare and post journal entries per period end procedures with particular emphasis on fuel and stock allocations, calculation of unearned and prepaid revenues from grants
- Oversee the stock management function including fuel issues
- Liaison with outside parties on financial and accounting related tasks, particularly with funding institutions, contractors, bankers, auditors and insurers
- Assist with preparation of annual financial reports and other statutory obligations
- Assist in the preparation of the annual budget
- Participate in Audit Committee function
- Liaison and assistance with annual audits
- Other duties as required by the Director of Corporate Services

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Corporate Services.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Essential

- Sound understanding accounts preparation techniques and Australian Accounting Standards
- Previous experience in the effective management of a finance team
- Sound written and oral communication skills
- Demonstrated ability to work unsupervised with strong time management skills
- Experience with financial software with a particular emphasis on Excel skills
- Strong ability understanding software suites with a willingness to learn and teach others
- Previous experience and or willingness dealing with and understanding the needs of a culturally diverse range of customers and delivering services that meet their needs

Desirable

- Accounting Degree with CPA/CA (or working towards a CPA/CA)
- Experience with financial package Synergysoft or Altus and MYOB
- Management experience
- Experience in the dealing with Government agencies
- A current Class C Drivers Licence

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.