

## POSITION DESCRIPTION

# Executive Director Corporate Services

<b>Position</b>	Executive Director Corporate Services
<b>Classification Level</b>	Common Law Contract
<b>Location</b>	Darwin
<b>Reports to</b>	Chief Executive Officer

## ORGANISATION

The West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying respect to Elders past, present and in the future.

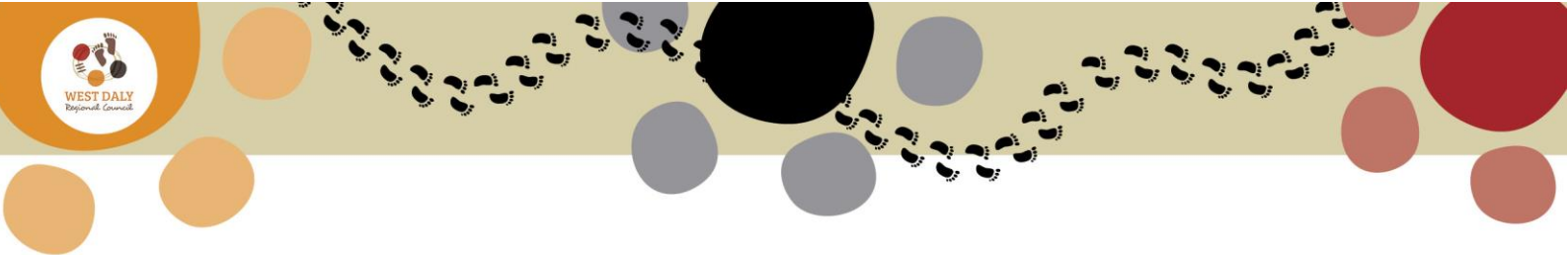
Welcome deyida ngumamnara.

Our Council works towards the future, focusing on building the foundations for strong and sustainable communities and Homelands. Our service delivery and engagement with the Traditional Owners and community members of our region is coordinated within the overarching economic and community development framework of Council. With over twenty clan groups and seven language groups the development and provision of services are reflective of and responsive to community needs, strengths, opportunities and cultural sensitivities.

As a Council, we work together and will continue to engage on a local level with our communities to explore and foster opportunities for our future and that of our children. Council works to create a harmonious and safe community that is respectful of our rich history and the natural environment.

The land in which Elected Members live and work is known as Thamarrurr which in local Murrinh-Patha language means ‘coming together to work as one people’. An area of approximately 13,952 square km embracing a fertile and diverse ecosystems. This rich area boasts expansive beaches that meet mangrove and melaleuca forest, elevated savannah and open woodlands that reach out to the floodplain’s linking the Moyle River. It is a place of untouched beauty, with diverse flora and fauna embraced by a spectacular landscape.

The traditional lands of the Thamarrurr has significant natural, cultural and spiritual values for its people. Council embraces our rich history and natural environment whilst working towards opportunities, possibilities and progression in our region.



## ATTRIBUTES

<b>Service</b>	Work performed is of the highest quality, innovative and solutions focused.
<b>Ethical</b>	Applies the highest standards of integrity and ethical conduct.
<b>Attitude</b>	Demonstrates a positive approach, appropriate behaviors and teamwork.
<b>Discretion</b>	Makes appropriate decisions, sound judgements and communicates effectively.
<b>Safe</b>	Work practices performed apply and promote Work Health Safety standards.

## POSITION

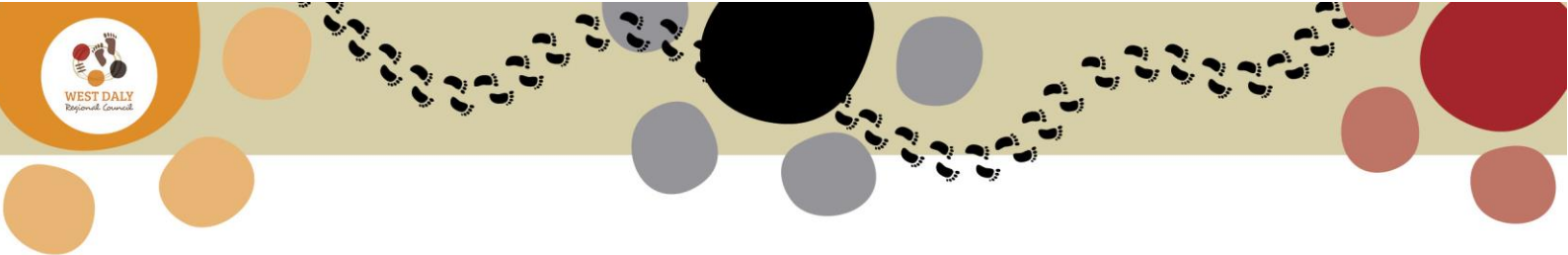
The **Executive Director Corporate Services** is responsible for leadership of Councils' Corporate Services Division. The incumbent will provide strategic financial advice to the CEO, the Executive Leadership Team (ELT) and to the elected members ensuring timely financial management reporting, compliance, commercial and strategic insight, operational improvement, and organisational growth.

Functional responsibilities include:

- Finance
- Budget
- Rates management
- Record management
- Financial reporting
- Payroll
- Grants & funding
- Tenders
- Audit, risk and compliance
- Governance
- Procurement
- Accounts (including banking administration); and
- Information Technology

## ROLE RELATIONSHIPS

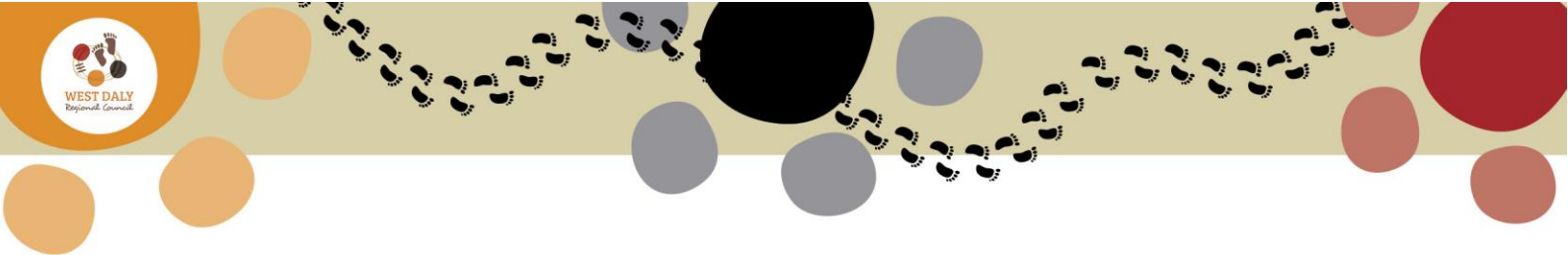
Internal	External
Chief Executive Officer Grants Accountant Senior Accountant Finance Officer (Accounts Payable) Payroll Officer Other Council Staff	NT Government stakeholders LGANT Elected members Councils' Insurance Provider External Auditors Consultants and External Contractors IT External Provider



## DUTIES

### Primary Tasks

- Provide strategic financial advice to the CEO, the ELT and the elected members of Council, with a focus on the identification, oversight, maintenance and mitigation of key financial risks;
- Develop and implement long term financial monitoring for Council
- Manage councils financial affairs and provide, monitor and maintain efficient accounting and budgeting systems and internal control processes.
- Participate as a senior member of the ELT in the development of organisational financial strategies, plans and policies
- Define, develop and maintain Councils finance policies and procedures and ensure appropriate and rigorous compliance processes are in place.
- Oversee the monthly preparation of capital and operating revenue / expenditure reports including year to date actuals and end of year projections, and ensure managers are promptly informed of variations to budgets and that remedial action proposed is notified to the CEO.
- Provide appropriate management oversight for revenue from all sources and ensure that regular monitoring and reporting occurs.
- Ensure core finance software (accounting and payroll system) are appropriately maintained, reviewed and updated to meet business needs.
- Ensure payroll and related issues are managed in a timely, accurate and confidential manner
- Ensure the key payroll / financial components of the Enterprise Agreement is appropriately implemented.
- Ensure Councils meets its employee superannuation obligations under State and Federal legislation.
- Manage cash flows, including working capital and short-term cash deposits, including Credit Card Management
- Manage the relationship with the transactional banker, along with other key relationships, including but not limited to officers of local government, NT Department of Treasury & Finance and counterparts in other NT Councils, keeping abreast of new, changing and evolving processes in finance related areas.
- Manage the preparation of statutory quarterly, half yearly and annual Financial Statements including primary liaison with external auditors.
- Manage the review and lodgement of returns for Taxes, goods and services tax, payroll tax, fringe benefits tax and diesel fuel excise rebates).
- Ensure that all financial and relevant non-financial reporting obligations are completed in a timely and accurate manner.
- Preparation of annual capital, recurrent and cash flow budgets
- Manage Councils insurance program, inclusive of an annual review of insurances and insurance cover and preparation of renewal recommendations for the CEO and elected members.
- Oversee financial governance, including the annual review and revision of the Delegations of Authority Manual (in consultation with other ELT members)
  - Assist with the preparation of the Regional Plan, including setting of strategic goals, actions, KPIS and provide subsequent reporting of progress against the KPIs to the Elected Members. Prepare the accompanying budgets for the forecasted financial years (full set of financial statement budgets – capital recurrent and cash flow budgets)
  - Oversee the Grants process (financial, administration and reporting)
  - Foster and continue to build a consultative culture at Council
  - Develop and manage risk and compliance frameworks, policies and procedures, including; Councils risk registers, in accordance with the agreed review schedule with the ELT, Audit committee and elected members



- Risk action plans, when required, to mitigate risk
- Changes to the status of Council risk profile
- The responsibility for ensuring financial training and related activities required to build internal capability amongst managers and employees (in the use of financial and payroll systems and processes)
- Maintain Councils compliance register and monitor and report on compliance obligations through to the ELT, Elected Members and Audit and Risk Committee
- Ensure compliance with records management guidelines provided by NT Government
- Other duties commensurate with skills and experience, as directed by the Chief Executive Officer.

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

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- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

### Work Health & Safety

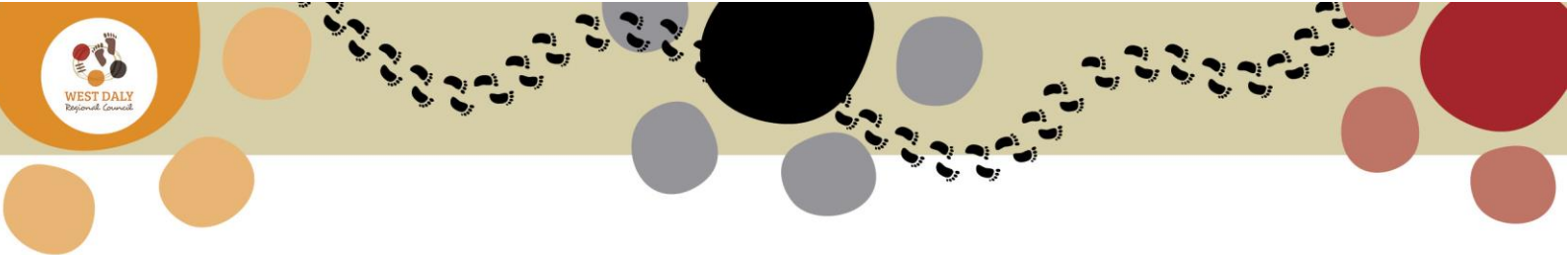
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- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Chief Executive Officer.



## SELECTION CRITERIA

### Essential Qualifications & Experience

- Tertiary qualifications in Accounting, Business, or similar field with senior management experience preferably in local government
- Eligibility for professional membership of Certified Practising Accountants, Chartered Accountants or other relevant professional association.
- Demonstrated experience in leading and managing a team of staff, defining and communicating work targets and priorities and ensuring work outputs in accordance with performance standards.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.

### Knowledge, Skills & Abilities

- Demonstrated ability to understand, interpret and apply relevant Federal, Territory and local legislation particularly in the areas of financial and risk management, corporate planning and organisational reporting
- Comprehensive knowledge of Australian Accounting Standards
- Demonstrated ability to analyse and interpret financial data and prepare long term financial plans, reports, projections and associated trending / forecasting models
- Ability to meet the challenge of leading and performing during a period of change
- Highly developed written and oral communication skills

## APPROVAL

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Matthew Eastham  
**Chief Executive Officer**

Dated: \_\_\_\_\_

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**Created** 25<sup>th</sup> January 2023

**Version** 2.0