



NORTH BURNETT
REGIONAL COUNCIL



Financial Services Manager Candidate Pack

Table of Contents

| | |
|--|-------------------------------------|
| Introduction | 3 |
| Financial Services Manager | Error! Bookmark not defined. |
| Role Focus | 4 |
| Team Structure..... | 5 |
| Our Council | 5 |
| Our Vision..... | 5 |
| Our Mission | 5 |
| Our Values | 6 |
| Plans & Publications | 6 |
| Our Region..... | 6 |
| Our Lifestyle | 7 |
| Our Community | 7 |
| Our Environment | 7 |
| Why This Role?..... | 8 |
| Remuneration & Benefits | 9 |
| Position & Pre-employment Checks | 9 |
| Recruitment Process..... | 9 |
| Key Dates..... | 9 |
| Selection Criteria | 9 |
| How to Apply | 10 |
| Contact..... | 10 |

INTRODUCTION

Thank you for your interest in the **Financial Services Manager** role at North Burnett Regional Council.

This role will provide you, as the next Manager, with challenging work and a supportive team environment, in a region full of possibilities. This opportunity brings with it the benefits of potential with place where Career + Community = North Burnett Regional Council.

This candidate pack provides information about the role, key projects, the organisation, and region.

If you have any questions, please contact, Darren Simpson from the People and Performance Team on 0499 781 280.

I look forward to discussing this opportunity with you.

Kind regards

Kim Mahoney
General Manager – Corporate and Community
North Burnett Regional Council



Auburn River National Park, Mundubbera

FINANCIAL SERVICES MANAGER

ROLE FOCUS

Reporting to the General Manager Corporate and Community, the Financial Services Manager is part of a collaborative and forward-thinking senior management team and will be responsible for leading initiatives which contribute to the strategic direction of the organisation.

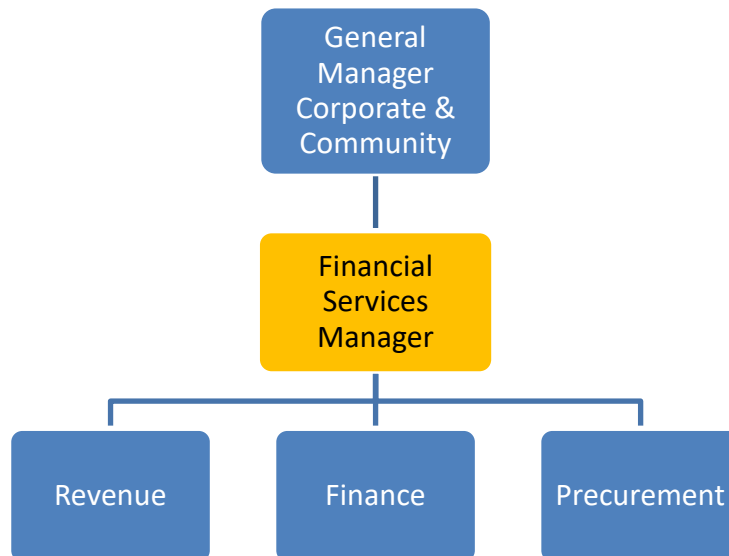
In this pivotal role, you will oversee operations within council's Financial Services section, to meet statutory, and community needs across portfolio areas including Financial, Revenue and Procurement.

With a track record of driving positive outcomes, you will lead teams in the implementation of the of the corporate and operational plans and development and implementation of budgets, policies and projects.

As an experienced leader, with a background in financial management you will:

- Lead and support the Financial, Revenue and Procurement streams within the Financial Services Section.
- Deliver through the commitment to excellence in the leadership of the Section:
 1. optimum capability, accountability, transparency and probity of the Section.
 2. quality professional advice to Council in policy and decision making, resulting in a strong and trusting relationship between all stakeholders.
 3. the achievement of efficient, effective and quality outcomes for the Section.
 4. a professional service to customers and the community that is responsive to change and realises solutions through innovative approaches.
 5. a positive workplace culture that encourages and rewards excellence and supports continuous improvement.
- Work collaboratively with the General Manager and other members of the Executive Leadership Team to ensure the successful integration of strategic and operational planning.
- Lead the preparation, management and control of Council's annual budget, annual financial statements, and related financial functions including relevant operational and regulatory requirements and reporting.
- Drive improvements in short and long-term financial sustainability.
- Deliver a robust and responsive strategic procurement framework which supports the efficient and effective delivery of services by Council.
- Drive change management and governance practices across the organisation as part of the leadership team and leader of your section.
- Project management of internal and external projects in line with Council's Project Management Framework.

TEAM STRUCTURE



OUR COUNCIL

Our Council covers 19,700 square kilometres of diverse Australian countryside, shared amongst six main townships: Biggenden, Eidsvold, Gayndah, Monto, Mt Perry, Mundubbera, and an additional 25 villages and farming catchments.

We have a long and proud history of development, prosperity, and resilience. With readiness we also face challenges including distance, drought, flood, and connectivity.

We administer \$1.012 billion in assets, including six libraries and customer service centres, five swimming pools, as well as various major infrastructure and equipment. We maintain a network of 829 kilometres of sealed and 3318 kilometres of unsealed roads within the region.

As a Local Government, it is our responsibility to deliver core community services while we also fill gaps in essential services at a grassroots level. It is a wide-ranging and holistic approach which extends far beyond the traditional view of “roads, rates, and rubbish. This approach is not without its challenges, but our unified and determined Council isn’t afraid to get the job done and have the difficult conversations.

OUR VISION

A prosperous future for generations built on a solid foundation of customer focused, efficient, and effective service delivery.

OUR MISSION

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

OUR VALUES

North Burnett Regional Council's culture is driven through the following values:

- Getting things done well, on time and in budget (Icon: Money bag)
- Passion for our region and in our work (Icon: Heart)
- Respectful behaviours toward all people (Icon: Handshake)
- Teamwork where everyone's strengths are utilised (Icon: Arm flexing)
- Creativity, innovation and ideas (Icon: Lightbulb)
- Courage to always do what is right (Icon: Shield)
- Challenging the status quo (Icon: Head with gears)
- Learning from mistakes without placing blame (Icon: Open book with lightbulb)
- Open and honest communication (Icon: Speech bubbles)

PLANS & PUBLICATIONS

Corporate Plan
2021 - 2026

Operational Plan
2023 - 2024

Annual Report
2021 - 2022

OUR REGION

The North Burnett local government area is in Queensland, approximately four hours' drive north-west of Brisbane or one hour west of Bundaberg.

The North Burnett Region covers approximately 19,700 square kilometres and has a population of just over 10,000 people. The region encompasses six main townships – Biggenden, Eidsvold, Gayndah, Monto, Mt Perry and Mundubbera, which service around twenty-five villages and farming catchments.

Traditional custodians of country in our region are the Wakka Wakka, Wulli Wulli, Bailai, Goereng Goereng, Djaku-nde, Jangerie Jangerie, Kabbi Kabbi, Gurang and Taribelang Bunda Peoples.

The North Burnett region takes its name from the Burnett River that flows through the area.



OUR LIFESTYLE

The North Burnett region boasts a relaxed and easy-going lifestyle, which is perfect for those who are seeking a more laid-back way of life. The region offers a range of recreational activities, including sports clubs, parks, and nature reserves, which provide residents with ample opportunities to get outside and enjoy the beautiful natural surroundings. The region is also home to historic sites and cultural landmarks, which provide a window into the rich and diverse history of the area.

OUR COMMUNITY

The North Burnett region is renowned for its strong sense of community. The friendly and welcoming locals create a warm and inclusive atmosphere, where everyone is made to feel at home. There is a range of community events, festivals, and celebrations throughout the year, bringing people together to connect and celebrate the local culture. The region has a strong volunteer culture, with many opportunities for residents to give back to their community.

The North Burnett region has a robust healthcare system, with several hospitals, medical clinics, and healthcare centres spread throughout the area. These

North Burnett provides a range of educational institutions to cater to residents of all ages. There are several primary and secondary schools in the region, providing quality education to students from Kindergarten to Year 12.

OUR ENVIRONMENT

The region is known for its natural beauty and is home to several national parks. These parks offer visitors the opportunity to explore the rugged landscape, hike, camp, and enjoy outdoor activities such as fishing and birdwatching. It is also famous for its agricultural industry, and visitors can explore the region's farming heritage by visiting local farms and attending events such as the Biggenden and Gayndah Shows, which showcase the best of the region's produce and livestock. You will never run out of things to do and places to see!



Mt Walsh, Biggenden



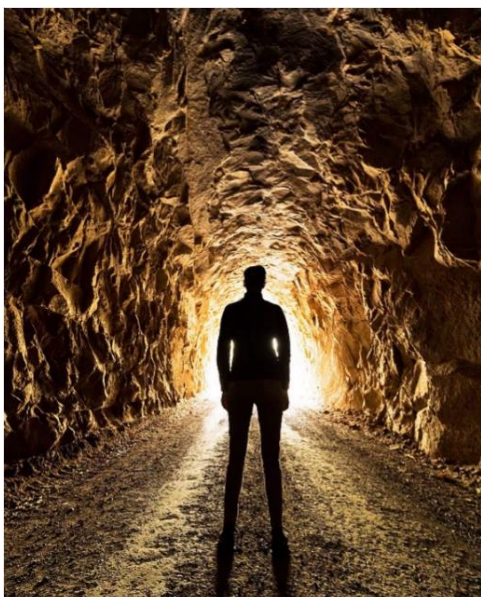
Orange Festival, Gayndah



Mingo Crossing, *credit Mat Williams*

WHY THIS ROLE?

- **Create a meaningful impact:** You will have the opportunity to make a significant impact on the region and community as the Financial Services Manager. You will be responsible for leading the Council's Financial, Revenue and Procurement functions, as well as developing and implementing policies and procedures that improve the lives of residents and businesses.
- **Drive innovation and change:** Council is dedicated to driving innovation and change, and this position will put you at the forefront of this exciting transformation. You will be able to think creatively and innovatively, as well as challenge the status quo, in order to find new and better ways of working.
- **Work with a talented team:** The North Burnett Regional Council is home to a talented and dedicated team of professionals who strive for excellence in all they do. This is a fantastic opportunity to work with this team, to lead and develop them to their full potential.
- **Enjoy a fantastic work-life balance:** The region is known for its relaxed and friendly lifestyle, which includes access to stunning natural beauty, vibrant communities, and a variety of recreational opportunities. You will have the opportunity to enjoy a fantastic work-life balance and a supportive and collaborative team culture.
- **Drive your career to the next level:** This is an exciting opportunity to advance your career. In a supportive and dynamic environment, you will be able to take on a challenging and rewarding role while also developing your skills and experience. Additionally, you will have access to opportunities for ongoing professional development to support the advancement of your career.
- **Immerse yourself in a beautiful, welcoming region:** From rugged mountains and lush forests to sparkling waterways, the region boasts an array of natural wonders. Coupled with a robust sense of community and a year-round calendar of social and cultural events, it offers a truly enriching living experience. As the Financial Services Manager, you'll get to be part of this thriving community.



Boolboonda Tunnel, Mount Perry
credit Matt Williams Photography



Eidsvold

REMUNERATION & BENEFITS

- 4-year contract
- Competitive salary, plus 12% superannuation
- Generous leave provisions
- Funded professional development and training opportunities
- Relocation assistance
- Short commute and free parking
- Private use vehicle
- Accommodation assistance
- Employee 'Study Assistance' scheme
- Employee Assistance Program for work or non-work-related matters
- Achieve a healthy work/ life balance
- Be part of a passionate and talented team

POSITION & PRE-EMPLOYMENT CHECKS

Please refer to the Position Description for full details regarding the position, mandatory requirements, and pre-employment checks.

RECRUITMENT PROCESS

KEY DATES

- **Applications close:** 10pm Wednesday 8 May 2024
- **Initial screening:** Week commencing 13 May 2024
- **Interviews:** Week commencing 20 May 2024

SELECTION CRITERIA

Please read the [Position Description](#) in conjunction with the selection criteria outlined in the Candidate Pack to ascertain whether your skills, abilities, experience and qualifications align with the requirements of the role. Should you require any additional information, please contact the listed Council representative.

Key selection criteria:

1. Strong leadership skills, with the ability to inspire and motivate teams to achieve goals. Able to build positive working relationships with employees, stakeholders, and community members, and lead by example to create a culture of excellence and accountability.
2. Demonstrated knowledge of the accounting standards issued by the Australian Accounting Standards board.
3. Demonstrated commitment to the importance of timeliness in financial reporting delivery and high level of project management skills.
4. High level knowledge of financial, governance and risk management.
5. A team player who is willing to work collaboratively with other departments and teams within Council, as well as with external stakeholders. Ability to build positive working relationships and be willing to support other areas of the business as needed.

Qualifications, Training and licences.

1. Tertiary qualifications in a discipline relevant to the position.
2. Current unrestricted "C" Class drivers' licence.
3. Demonstrated absence of a relevant criminal history, (National Police Check).
4. Commitment to maintain contemporary skills and knowledge.
Professional designation of CPA or CA (desirable).

HOW TO APPLY

Apply either on-line at <https://northburnett.qld.gov.au/>, or
Email Customer Service at admin@northburnett.qld.gov.au , or
Submit a hard copy application at one of our [Customer Service locations](#)

Your application should include:

- A covering letter (no more than two pages) detailing:
 - Your reason/s for applying for the position
 - How your work-experience, skills and knowledge meet the key responsibilities and position requirements.
 - Respond to selection criteria outlining how your current skills, attributes, knowledge or qualifications satisfy these criteria.
- A current resume that summarises your employment history, education and training as well as referees.
- A copy of your current driver's licence, and relevant qualifications and certificates
- A completed [Position Application Form](#)

CONTACT

If you have any questions, please contact, Darren Simpson from the Recruitment Team on 0499 781 280.



Silo Art Monto, credit Monto Magic Tourism Action Group