

- Attractive total remuneration package negotiable up to \$165,000 per annum, including super
- Work remotely from home with the opportunity to visit The Shire offices in Warburton, WA
- Excellent Employee Benefits

### ***The Shire of Ngaanyatjarraku – on a journey***

The Shire is a unique local government in that its community of interest is contained within the traditional lands of the Ngaanyatjarra people of the Central Desert of Western Australia. The Shire of Ngaanyatjarraku is responsible for the provision of "mainstream" local government and delivery of services to the ten communities and visitors within its boundaries.

The Shire encompasses an area of 159,948 square kilometres and is located approximately 1542km from Perth. The region itself is diverse in natural beauty from the magnificent Rawlinson ranges to the red sandy plains of the Gibson Desert. The Shire Offices are located in the Tjulyuru Cultural and Civic Centre in Warburton.

### **About the role**

A unique and exciting opportunity for a full time **Finance Manager**, filling in for the current incumbent, has become available. This role will for a minimum **8-month period**, with the possibility of extending.

Reporting to the General Manager Operations, you will oversee and manage the daily operations of the finance department and develop financial strategies, plans, reports, and budgets to support the organisation's goals and objectives. This is a role that requires accuracy and integrity of the organisation's financial information, more specifically you will be responsible for;

- Coordinating the process of finalising the annual financial statements, including liaising with auditors, making provisions, accruals, and other balance day adjustments, and reconciling accounts.
- Ensure financial statements comply with accounting principles, regulatory requirements, and company policies.
- Manage the fair value revaluations for infrastructure assets, including liaising with valuation professionals, and updating the ERP accounting software with the relevant information for inclusion in the annual financial statements.
- Managing investments and other banking activities, ensuring compliance with the organisation's investment policies and identifying opportunities to optimise returns while minimising risks.
- Understanding the monthly financial reporting requirements and oversee the reconciliation of payroll, debtors, creditors, assets, and rates to ensure accuracy and completeness of financial information.
- Providing strategic financial insights to senior management, including analysis of financial performance, trends, risks, and opportunities.

### **Essential Selection Criteria**

- Relevant qualification in finance, accounting, or a related field
- At least 3 years of experience in financial management or accounting, preferably in a local government, public sector or government organisation.
- Strong knowledge of accounting principles, financial reporting standards, and regulatory requirements.
- Sound knowledge of payroll and associated processes, including superannuation
- Excellent analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Demonstrated knowledge of Microsoft based applications.

**If you are interested in this role, please submit your resume and a cover letter addressing the above selection criteria or email your application to [humanresources@ngaanyatjarraku.wa.gov.au](mailto:humanresources@ngaanyatjarraku.wa.gov.au)**

*The successful candidate will also be required to participate in National Police check and obtain medical clearance.*