



POSITION DESCRIPTION

Manager Finance and Administration

Position Title:	Manager Finance and Administration
Business Unit:	Finance and Administration
Location:	Wiluna Shire Offices – 70 Wotton Street, Wiluna and other locations as may be requested from time to time. Options for working from home for set periods could be offered for high calibre candidates with families.
Reports To:	Deputy CEO
Supervises/Manages:	<ul style="list-style-type: none"> • Coordinator, Finance and Administration • Finance and Administration Officers x 2 • Administration Officer
Employment Status:	Full time 38 hours per week. The Shire is willing to negotiate flexible arrangements with exceptionally experienced applicants.
Award Classification:	Level 9.1 to 9.4 in accordance with Shire of Wiluna Salary Matrix. However, the Shire is willing to negotiate a final wage package based on the experience and capacity of the person.
Salary:	The salary package under the above classification ranges from \$145,313 to \$155,477 per annum including the Wiluna Allowance for those working and residing in Wiluna.
Superannuation:	17% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i> , inclusive of a 5% salary sacrifice provision.
Vehicle Provision:	A fully maintained vehicle will be provided for private use within the State of Western Australia. This vehicle will be a Shire pool vehicle during standard working hours.
Accommodation	A fully subsidised modern dwelling, partly furnished and equipped with white goods, basic kitchen and cleaning essentials. All utilities covered other than electricity.
Study Leave	Study leave support is provided: 2 hours per fortnight: 2 days for exams with financial assistance up to \$5,000 per year (reimbursement model is used).
Probation Period:	6 months
Police check required:	Yes
Working with children check required:	No
Pre-employment medical required:	Yes

Join our Team in the Golden Outback!

The Shire of Wiluna provides the true 'golden' frontier lifestyle where history and country have been and can be tough, but exciting.

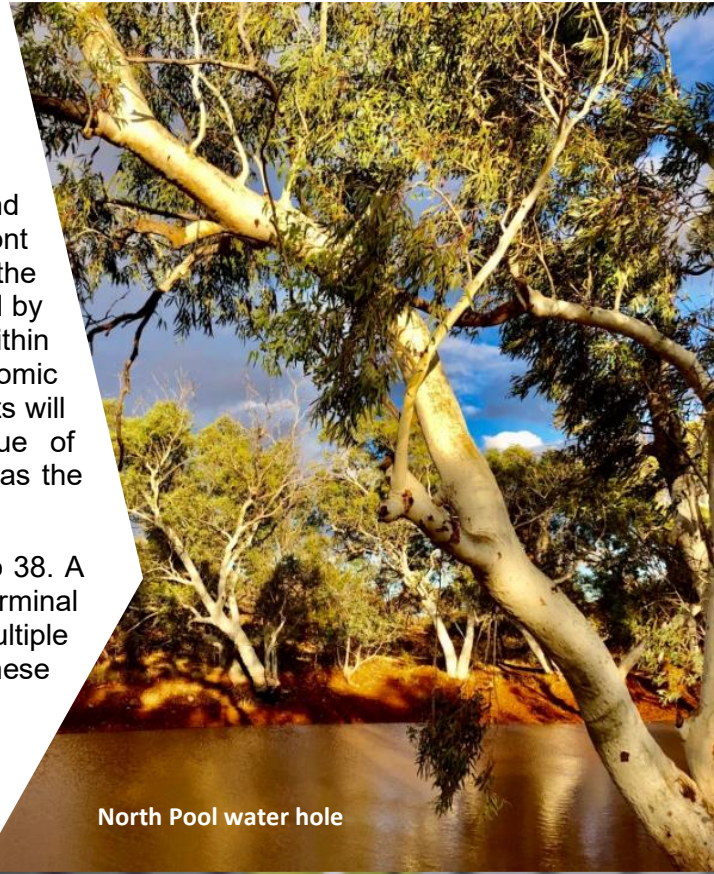
Gold, Nickel, Iron Ore, Lead and Rare earths abound and sees Wiluna at the head of the development front of the Northern Goldfields. The link between the resource rich Pilbara and the Goldfields, anticipated by governments and industry years ago, is now within reach. As we approach this juncture multiple economic development, tourism, transport and cultural benefits will come. We already have a gross regional value of production of \$1.4B, and this will only exacerbate as the northward development boom continues.

Our airport has gone from 16 landings per week to 38. A total rebuild with an extended airstrip, a modern terminal and land-side services will come in 2028. Multiple business opportunities will spring from these investments.

New regional roads, mine haulage roads and distributor roads are spreading around the landscape, and we need to make these more resilient. With the Wiluna North Road in development, we are at the centre (literally) of connecting the future supply chain and value opportunities between Port Headland and Esperance – a connection of National and State significance. So, while we are small and remote, you'll be part of a team that enjoys yarns and negotiations with the big end of town in Perth and Canberra.

We are the juncture of the iconic tracks of the Canning Stock Route and the Gunbarrel Highway and with a new Motel and Caravan Park our tourism trade is booming. There are big demands for housing, commercial and industrial buildings. We need to extend the town's services and be part of the cheap supply of serviced land to various groups, the mining resource fraternity, local business, not for profits and the growing number of residents.

Wiluna is the home of the Martu 1st Nations peoples with their songlines, connection to land and deep-seated customs and long history as colourful as the landscape. The Martu's continuing story spreads to the eastern borders of WA up through to Kimberley region. Martu art is world renowned for its bright and fascinating mix of bold and contrasting colours. The Tjukurba



North Pool water hole



Dutjahn Sandalwood Oils
Mungilli, Gibson Desert



Art Gallery and in-residence Birriliburu artists are a huge drawcard, as are the Martu and Birriliburu Rangers keen to provide ecotours and eco-lodgings in the new Matuwa Kurrarra Kurrarra National Park, Birriliburu Indigenous Protected Area or Ngamurru Nature Reserve.

There is an amazing high sense of community and comradery in Wiluna. There is a strong volunteering ethic here, whether it be to help with key events, to clean up after disasters, be a member of the bush fire brigade or join community focused groups.

Whether it be jumping into the hundreds of water holes scattered across the landscape or finding a gold nugget on the side of the road in town (yep this happened in mid-2025!) there are always new things to do and discover. It's a place of convergence and difference that keeps you on your toes, with a smile on your dial. On the edge of the Little Sand Desert, but plenty of bush, creeks and red pindan soils that grow anything with water...and there's plenty of that underground here.

Be a leading part of our Team!

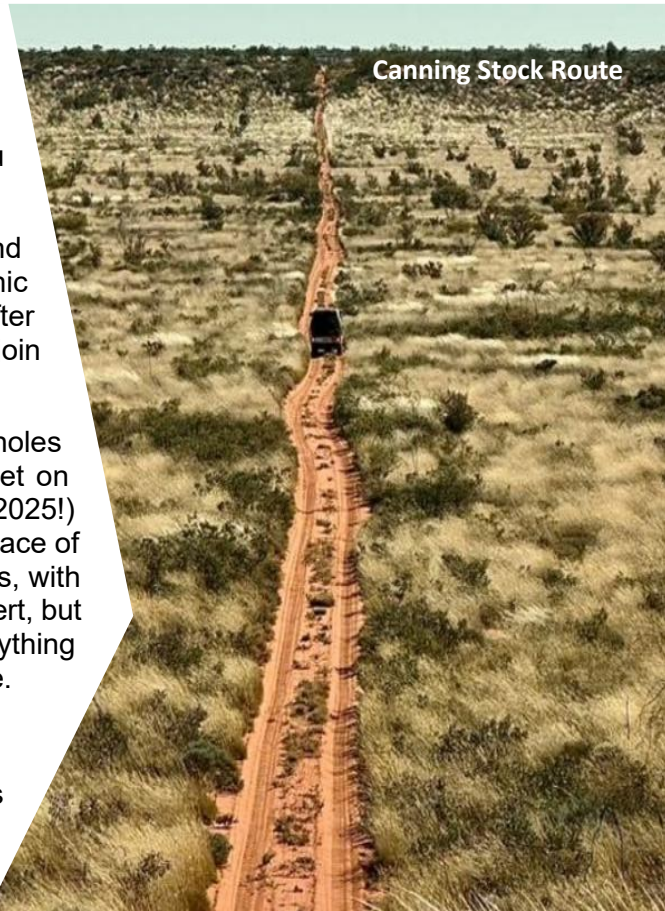
The Shire will reward a dynamic professional who has experience in local government finance, administration and economic development.

With so many large investments and projects before us, we are after a quick-thinking strategic person who has a passion for community development.

Position Objective

The purpose of the position is to deliver accurate, relevant and timely financial information to the Shire of Wiluna and its stakeholders, along with being accountable for the direction and control of the Shire's payroll, finance and administration function including organization and coordination of office operations, procedures, and resources to ensure they contribute to achieving the overall strategic objectives of the organization and facilitate effectiveness and efficiency.

The Manager is also responsible for providing leadership, consultancy and strategic policy advice to the management and staff within the Shire, including external stakeholders.





Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Service Delivery, Project Management, Planning and Monitoring	Provide leadership, influence and motivate a diverse team in various locations, resolve problems and organise priorities.
	Establish a performance culture and lead by example by ensuring that there is a culture of teamwork and cooperation between members of the team.
	Prepare the Annual Financial Statements and be the key liaison with the Shire's auditors.
	Prepare the annual insurance returns.
	Coordinate the review of systems and procedures as required by Regulation 5 of the Local Government (Financial Management) Regulations 1996.
	Coordinate the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance as required by Regulation 17 of the Local Government (Audit) Regulations 1996.
	Ensure that asset valuations are undertaken when required.
	Coordinate and deliver the Shire's finance and accounting functions in line with the Shire's financial Policies and statutory requirements ensuring effective and efficient outcomes of a high quality.
	Develop and promote both a strong customer and high-quality service orientation.
	Coordinate and ensure that the monthly BAS Statements, annual Fringe Benefits Tax Return and Taxable Payments Annual Report (TPAR), and any other reports are finalised when required and submitted in a timely manner.
	Coordinate and prepare grant acquittals where required ensuring that projects are established to effectively undertake these reports.
	Ensure that debts are promptly invoiced, and outstanding debts are referred to the Shire's debt collection agency when required.
	Develop and maintain internal controls within the business unit and assist other areas with internal financial controls.



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	Liaise with technology partners to ensure the most suitable services are delivered to the Shire.
Administration	Review, develop and recommend Internal Organisational Directives and procedures.
	Provide input to the Shire's Annual Report including financial statements, key performance indicators and business unit reporting.
	Attend and contribute to Council and Committee Meetings as required.
	Coordinate the administration team of the organisation ensuring that all matters are dealt with in accordance with legislation, Shire Policies, Organisational Directives and Procedures.
	Ensure correspondence and reports are produced within appropriate timeframes.
Human Resources	Provide leadership to the Finance and Administration Team, including monitoring of staff performance to ensure team members are adequately supervised, are working effectively and efficiently, and have opportunities for development and training.
	Manage staff effectively forming good relationships and communication techniques across various mediums.
Quality and Continuous Improvement	Proactively pursue the development of improved work practices through initiative and provide leadership to operational staff.
Training	Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
General	Other duties as directed by CEO or Deputy CEO relevant to the position and level.
	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.
	Develop and maintain positive working relationships with other internal business units, contractors, and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.

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The Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Forms a team culture across the organisation
- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

Authority and Accountability

The role may be accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the Employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the Employer and have significant impact upon external parties dealing with the Employer. The position's influence would have an important role in the overall performance of the function.



The position is authorised to and responsible for:

- The provision of sound, accurate, detailed and professional financial services.
- Meeting regulatory requirements related to financial reporting.
- Provision of quality advice to management on income and expenditure, budgets and financial matters.
- Managing the financial and staff resources of the department.
- Making decisions on all matters, which are the responsibility of the position, within the delegated authority, legislative requirements and established policy.

Extent of Authority

The position is subject to broad direction from the CEO and Deputy CEO and exercises managerial responsibility for the Finance and Administration Team.

The incumbent is required to be involved in the initiation and formulation of programs that will deliver upon the Shire's objectives, including the development and implementation of work practices and procedures in all facets of the Finance and Administration Team to achieve the Shire's goals. This position authorises expenditure within delegations provided by the CEO.

The role will exercise control of the Finance and Administration Team, being accountable for the quality, effectiveness, cost and timeliness of projects or programs under their control.

Judgement and Problem Solving

The role has a high level of independence and determine and/or oversee the framework for problem solving or set strategic plans. At this level, the position may represent management or the Employer in the resolution of problems.

New Motel & Caravan Park



Youth Centre - ever popular



The role is required to:

- Provide professional judgement and decision making based on experience and qualifications when advising on appropriate strategies to be adopted by management or Council in relation to financial matters within the parameters set by legislation and Shire policies and procedures.
- Provide specialist and informed advice to the Executive team on matters relating to works and services and the implications of such decisions.
- Provide solutions to problems requiring analytical approaches and elements of development and creativity within the scope of the Shire's Policies. Methods, procedures and processes may be less defined, and the position is expected to contribute to their development and adaptation.
- Actively participate in and contribute to the leadership team and organisational development initiatives and improvements.



Specialist Knowledge and Skills

Positions require knowledge and skills for the direction and control of a key function of the Employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Knowledge required includes:

- Detailed knowledge of the Shire's organisational structure and functions as well as workplace procedures, programs and policies.
- Detailed knowledge of Local Government Act and Regulations, Local Laws and Shire policies.



- Good knowledge of Human Resource Management principals.
- Sound knowledge of computer systems and software applications.
- Extensive knowledge of management practice and legislative requirements.

Skills required include:

- High level written and verbal communication skills with the ability to relate to officers at all levels and members of the public.
- Highly developed financial management skills.
- Highly developed interpersonal, negotiation and conflict resolution skills.
- Ability to provide clear advice and assistance to staff as well as other officers within the organization.
- Highly developed problem solving and analytical skills.
- Ability to think creatively and be innovative.

Management Skills

Employees may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team. Positions at this level may also be required to manage staff, resolve operational problems and participate in a discrete management team to resolve key problems.

The role requires:

- Well-developed leadership and supervisory skills.
- Excellent time management and organisational skills including the ability to set priorities, plan and organise workload to achieve the objectives and goals of this position.
- Skills in contributing to the strategic direction for an organisation and achieving strategic outcomes.
- Skills in managing, leading and motivating teams.
- Well-developed skills in managing contractors.
- Proven ability to think at a strategic level in relation to works and services matters

Growth in our Communities



Planning our Future together



Interpersonal Skills

Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to persuade, convince or negotiate with staff, clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Communication skills may be required to enable provision of key advice both within and outside the Employer and to liaise with external bodies.

The position requires:

- Well-developed written and verbal communication skills to deliver ideas, reports and correspondence to a wide range of audiences.
- Ability to present to Councillors and management and articulate complex matters simply in a professional manner.
- Ability to engage with various internal and external stakeholders.
- Ability to mentor and provide coaching to staff.

Qualifications and Experience

This position will have a relevant degree in Commerce, Finance, Economics, Accounting or the equivalent, with extensive practical experience in mixed culture communities and local government.

The incumbent will require a detailed knowledge of the statutory requirements associated with financial accountability, financial planning and financial reporting for local government.

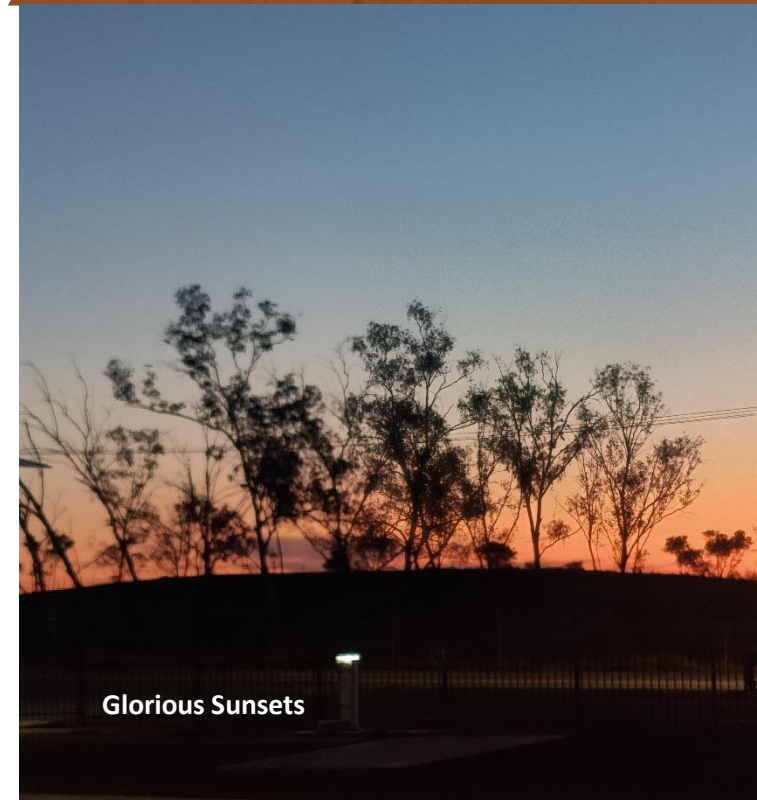
Other desirable experience includes office administration, procedures and practices, contract administration and management (financial aspects), grant applications (financial aspects) and experience in a supervisory/management position.

Accessible and Inclusive Employer

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are



Gunbarrel Highway



Glorious Sunsets



open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

Healthy and Safe Work Environment

We are committed to continuous improvement in work health and safety (WHS) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant WHS legislation and Council policy.

Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's Risk Management Policy and Procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.

Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

Key Selection Criteria

1. A degree in accounting, finance, business, administration or demonstrated high-level experience in a financial working environment.
2. Knowledge and understanding of accounting and financial practices, principles, concepts and methodologies, with this being preferable as applied in local government.
3. Experience in a supervisory/management role with strong organisational and time management skills.
4. Highly developed interpersonal skills including strong written and verbal communication skills as well as negotiation and conflict resolution skills.
5. Demonstrated administrative experience and highly developed analytical and problem-solving skills.
6. Experience in working in mixed cultural communities.
7. Current driver's license.



Approval

APPROVED BY: Matt McIntyre, Chief Executive Officer

Date: 5 March 2026

Position Description Agreement

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.

Employee Name
(Please print)

Employee Signature

Date