BARKLY REGIONAL COUNCIL

Finance Manager

(Full-Time – Permanent)

1. Position Objectives

The Finance Manager is responsible for leading our finance team and providing financial insights and support to facilitate decision making processes. This role involves budgeting, forecasting, financial analysis, and reporting to ensure efficient financial operations and the achievement of the organisation's strategic goals.

This position is based in Tennant Creek, however, some travel across the Barkly region may be required from time to time to support staff coverage or provide training to other team members. Overnight stays may occasionally be necessary.

2. Our Vision, Purpose and Values

VISION

"We will strive to be an innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.
Service:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Budgeting and Financial Planning

- Coordinate, prepare, monitor, and analyse the Council's annual budget and budget reviews in accordance with the Local Government Act, and regulations to meet objectives in consultation with organisational budget holders and managers.

- Assist in the development of the Council's Regional Plan, Annual Report, and implementation of goals, priorities, policies, and procedures.
- Work in conjunction with the Infrastructure Department to develop the asset management plan and long-term financial plan of the Council.

Statutory and Financial Reporting

- Ensure accurate and timely lodgement of statutory reporting.
- Supervise and participate in the timely and accurate preparation of annual financial statements, ensuring compliance with regulations, legislation, and Australian Accounting Standards.
- Oversee the ongoing development of the Council's internal and external reporting system upgrades.
- Provide meaningful, timely financial reports to managers and elected members.

Audit and Compliance

- Manage the audit process along with the preparation of all supporting documentation and reports.
- Implement and monitor the Council's internal financial controls framework, business processes, and systems to identify and develop areas for improvement.
- Ensure compliance with financial regulations, standards, and internal policies.

Financial Operations Management

- Manage the general ledger and ensure key reconciliations, such as rates and property, accounts payable, accounts receivable, assets, and bank reconciliation, are maintained in a timely manner.
- Manage the Council's investments in accordance with the Council's Investment Policy.

Staff Leadership and Development

- Supervise, delegate tasks, mentor, and develop the Finance Team, ensuring the delivery of high quality, customer focused services.
- Lead long-term staffing strategies, performance management, and the recruitment and selection process.
- Manage the ongoing education and improvement of financial management understanding for staff, managers, and budget holders.

Process Improvement and Policy Development

- Implement business processes and systems to identify and develop areas for improvement.
- Assist in the development of financial policies to support organisational goals.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by the Council.

- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4. Key Accountabilities

- Coordinate and work with the Chief Executive Officer and Chief Financial Officer to develop and deliver Council's budget, financial plans, and long-term strategies in collaboration with internal stakeholders.
- Oversee statutory reporting, financial statements, and compliance with accounting standards and regulations.
- Lead audit processes, implement robust financial controls, and ensure adherence to organisational policies.
- Manage day-to-day financial operations, supervise staff, and foster a culture of professional development.
- Provide responsive customer service and communicate effectively with community members, stakeholders and Council management.
- Ensure compliance with Work Health and Safety legislation, Council policies, procedures, and relevant regulatory requirements, promoting a positive safety culture across the work team.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Finance Manager
Reports to:	Chief Financial Officer (Director of Corporate Services)
Department:	Corporate Services
Supervises:	Finance Team
Internal Liaison:	Chief Executive Officer
	Chief Financial Officer
	Executive Team
	Other Council Staff
External Liaison:	External Auditors
	Contractors and Suppliers

Government and Non-Government Departments, Organisations and Representatives

Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Component	Description	Annual Value
Award	Local Government Industry Award 2020	N/A
Classification Level	Pay Level (8) Pay Point (1-3) Barkly Regional Council Enterprise Agreement 2024 (BRCEA)	N/A
Base Salary	As per Classification Level	$95,987.32 – $98,716.97
Individual Flexibility Arrangement (IFA) Payment	The IFA incorporates agreed entitlements including overtime, penalty rates, allowances, and flexible working arrangements in accordance with the Award	$45,000.00
Superannuation	Employer SG Contribution @ 12%	$17,260.10 – $17,594.27
Hours of Work	Ordinary hours	38 hours per week
Overtime	Incorporated into IFA with the exception of a Specialist requesting specific overtime outside of normal routines	As per IFA
Annual Leave	Six (6) Weeks per Annum	N/A
Leave Loading	@ 17.5% as per BRC EA	$2,846.86 – $2,901.98
Other Leave Entitlements	Personal and other leave provisions	6 weeks Annual Leave and remainder in accordance with NES
Allowances	Incorporated into IFA except for: Travel: Accommodation (when pre-approved) and reimbursements for breakfast and dinner up to the amounts in the EA	As per IFA
Housing Benefit	Council-provided accommodation package: Council will rent and provide a suitable furnished house for use upon signing a Housing Agreement	$21,000.00
Housing Utilities	Council will pay for reasonable housing utilities per annum	$2,600.00

Professional Development	Relevant training and development support as per Council's Policy (expires annually)	$5,000.00
Salary Packaging	Salary sacrifice arrangements available	As per Council policy
Employee Wellbeing	Employee Assistance Program (EAP) and wellbeing initiatives	Included
Total Remuneration Package		**$189,694.28 – $192,813.22**

7. Knowledge and Skill

Organisational

- Demonstrated knowledge and understanding of Aboriginal culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Ability to work effectively within a team, participate as a team member, and support other staff as required.
- Ability to manage high volumes of work, set and meet deadlines, and prioritise tasks effectively.

Interpersonal

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills, including with senior management.
- Strong stakeholder engagement and management skills.
- Ability to gain cooperation and assistance from staff and management to achieve position objectives.

Change Management

- Ability to recognise issues, use initiative to identify and discuss proposed solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties

- Provide courteous and prompt attention to requests for information.
- Demonstrate a positive and proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.

- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Strong knowledge of Australian Accounting Standards and relevant taxation legislation.
2. Strong knowledge of relevant financial software and systems that include or easily adaptable to MYOB Acumatica and CouncilWise (Council's core packages).
3. Excellent communication and interpersonal skills, with the ability to engage professionally with staff at all levels, members of the public, and external stakeholders.
4. Proven ability to manage resources efficiently and effectively, delivering outcomes in a timely, organised, and confidential manner.
5. Demonstrated experience across key financial management functions, including audit compliance, preparation of financial statements, accounts payable and receivable, property rating, and payroll.
6. Skilled in document and records management, including record-keeping and storage, and currently use SharePoint as the primary platform.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory	Desirable
• Tertiary qualifications preferably in accounting or commerce and CA/CPA qualified. • National Criminal History Check • Working with Children Clearance (Ochre Card – Northern Territory) • Northern Territory Driver's Licence (minimum C Class)	• Corporate Induction • Site Induction • Workplace Health and Safety (WHS) Induction Training • Respect @ Work – Prevention of Sexual Harassment in the Workplace Training • Prevention of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as Light Work, involving administrative support, records management, document preparation, stakeholder liaison, operational coordination, and occasional travel within the Barkly Region.

- This role involves minimal manual handling tasks, including the occasional lifting and carrying of files, office equipment, training materials, and operational resources.
- Manual lifting is generally up to 20 kg.
- Where loads exceed 20 kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
  - Sit for extended periods while undertaking administrative duties and computer-based work.
  - Stand and walk intermittently throughout the workday.
  - Travel occasionally within the Barkly Region, including overnight stays where required.
  - Work in office environments and attend other Council workplaces as required.
  - Undertake occasional lifting and carrying of office equipment, records, and training resources.

Inherent Physical Requirements:

- Ability to sit for extended periods while undertaking computer-based work and administrative duties.
- Ability to stand and walk intermittently throughout the workday.
- Ability to travel occasionally within the Barkly Region, including overnight stays where required.
- Ability to work in office environments and attend other Council workplaces as required.
- Ability to undertake occasional lifting and carrying of files, office equipment, and training resources.
- Ability to use computers, mobile devices, and office equipment for prolonged periods.
- Ability to maintain manual dexterity for keyboard work and operation of office equipment.
- Ability to work safely in accordance with Council's Work Health and Safety policies and procedures.

Physical Requirements of Job Role							
Job Role: Finance Manager							
Body Posture	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Standing				X			

Sitting					X		
Forward Reaching				X			
Neck flexion / extension / rotation				X			
Reaching above shoulder height		X					
Stooping & bending forward from standing position			X				
Kneeling / squatting	X						
Trunk rotation				X			
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Climbing step / platform		X					
Walking			X				
Walking over uneven surfaces		X					
Ladder climbing		X					
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Unilateral lifting		X					
Bilateral carrying		X					
Lifting with weight away from body <10kg			X				
Lifting with weight away from body >10kg	X						
Lowering a vertical distance > 25cm from waist to floor		X					
Lowering a vertical distance > 25cm from waist to shoulder height	X						
Lifting 0kg - 4.5kg			X				
Lifting 4.5kg - 9kg		X					
Lifting 9kg - 22kg	X						
Lifting 22kg - 45kg	X						
Lifting 45kg+	X						
Handling unstable objects	X						
Carrying		X					
Pushing / pulling		X					
Sustained / repetitive hand grip			X				
Tool use			X				
Exposure to vibration	X						

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



03 / 11 / 2026

Peter Harder
Chief Executive Officer

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

_____ _____/_____/_____

Signature Date