



Position Description

Finance Manager

Title	Finance Manager
Salary	\$137,242.82 per annum
Employment Type	Permanent Full-time
Reports to	Director Corporate and Financial Services
Direct Reports	Senior Finance Officer, Payroll and Finance Officer
Location	Darwin, NT

Position Overview

The Finance Manager is responsible for providing accurate and timely financial and management information to support strategic planning, performance monitoring, and operational decision-making. Working closely with the Director Corporate and Financial Services, this role ensures effective financial planning, budgeting, analysis, reporting, and control across the Council.

Key Responsibilities

1. Management Reporting and Analysis

- Prepare monthly and annual financial reports and ensure compliance with internal and external reporting standards.
- Support business units with cost centre and project reporting.
- Monitor and prepare management reports, including variance analysis, commentary and business insights.

2. Budgeting and Forecasting

- Facilitate the annual budget preparation, forecasting, and financial planning processes.
- Coordinate the annual budgeting and periodic forecasting processes.
- Collaborate with business units to prepare, review, and consolidate budgets and forecasts.
- Monitor performance against budgets and forecasts and report deviations.

3. Financial Planning and Business Support

- Provide financial modelling, scenario analysis, and decision-support tools.
- Participate in business case evaluations for investments, projects, and initiatives.
- Assist in cost-benefit analysis, pricing strategies, and resource allocation decisions.
- Provide oversight, guidance, and mentoring to the Finance team.
- Promote a collaborative and accountable finance team culture.

4. Internal Controls and Compliance

- Ensure compliance with relevant financial legislation, grant requirements, policies, procedures and reporting frameworks.

- Provide technical asset accounting advice to support the development of annual and long-term capital budgets.
- Record asset movements including acquisitions, depreciation, disposal, valuation, revaluation and impairment in line with Australian accounting standards, Local Government Act and Regulations, and Council policies and procedures.
- Manage the entry of assets into Council's asset register as required.
- Support the annual audit process and lead the financial year-end processes.
- Assist in maintaining strong internal controls and risk management processes.
- System Maintenance and Internal Controls, such as overhead allocation, direct and indirect costing, general ledger allocation and date integrity checks.

5. Continuous Improvement

- Assist in the identification and implementation of process improvements related to finance procedures.
- Contribute to the continuous improvement of financial systems, processes, and reporting tools.
- Identify automation and efficiency opportunities in reporting and analysis.
- Assist in system upgrades, implementations, and user training.
- Stay updated on changes in accounting practices and local government legislation and regulations to ensure compliance and efficiency.
- Participate in training and professional development opportunities to enhance skills and knowledge in finance and procurement.

Key Selection Criteria

- Tertiary qualifications in Accounting, Finance, Business Administration, or related discipline.
- CPA/CA accreditation.
- Demonstrated experience in a management accounting or similar senior finance role (8+ years).
- Experience with contract management and audit processes.
- Proven experience supervising or mentoring finance staff.
- High Level of proficiency in Microsoft Office suite, particularly Advanced Excel, and accounting software (such as Xero, Tech One, MYOB, Employment Hero, Approval Max and Calxa etc).
- High-level interpersonal and communication skills, with the ability to engage a wide range of staff and stakeholders effectively.
- Strong analytical and problem-solving skills with attention to detail.
- Ability to manage competing priorities and meet deadlines.
- Strong commitment to ethical standards and continuous improvement.

Desirable Selection Criteria

- Experience in Local Government.

Conditions of Employment

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.

Max Duncan

Maxwell Duncan
Chief Executive Officer
Groote Archipelago Regional Council