

FINANCE MANAGER

Information for Candidates

ABOUT BELYUEN

The Belyuen Community Government Council (the Council) services the Belyuen Community. It is located on the eastern side of Cox Peninsula, approximately 20km south of Mandorah.

The community is 128 km by road from Darwin. Access to the community is via road or, alternatively, via the SeaLink NT ferry from Darwin to Mandorah. The journey takes approximately 14 minutes and leaves at regular times daily (for more information regarding ferries please refer to the SeaLink NT site). There is no public transport services available on the Cox Pennisular and the successful candidate will be required to make their own transport arrangements.

The Council is a small organization that employs approximately 20 FTE staff. The majority of these staff members are part time or casual.

The Council operates under the *Local Government Act 2008* and required to adhere to the legislative obligations imposed by this Act and its subsidiary legislation. For general information about the local government, candidates are encouraged to visit the Department of Local Government, Community Services and Housing website (<https://dlghcd.nt.gov.au/local-government>), in particular the following:

- <https://dlghcd.nt.gov.au/local-government/elected-member-resources>
- <https://dlghcd.nt.gov.au/local-government/Local-government-publications> (and in particular the items under “Council Information”)

ABOUT THE ROLE

The Finance Manager role is a new role within the Council and part of an overall revision of the Council’s financial and administrative functions. The Finance Manager will help move the Council to increased self-sufficiency and assist in the establishment of strong financial controls and accountability.

The Finance Manager role is a pivotal role within the organization providing the day to day support and assistance to the organization and council in all finance related matters. The council operates a community store and a mechanical workshop, as well as a variety of other services included Aged Care. The Finance Manager will be required assist these council entities.

The Finance Manager will also be required to assist the community store with day to day management including overseeing inventory and stock-takes and assistance with establishing appropriate mark-up.

The council is required to produce monthly financial statements to the Elected Members. The details of these financial statements our outlined by legislation. The Finance Manager will be required to provide interpretation of these statements and write financial summary reports suitable for presentation at the Council Meetings.



The council is required to provide produce audited annual financial statements and the Finance Manager will be required to liaise with the external financial auditors during the production of these statements.

OTHER MATTERS

The Finance Manager position is 30-hour week. The successful candidate will be able to negotiate the hours of work with the CEO but it is anticipated that the Finance Manager will attend the Council Office **at least** 3 days a week.

APPLYING FOR THE POSITION

Applicants should ensure that they can address the essential and preferred and desirable qualifications and education requirements. Your application should consist of a covering letter and a resume. The covering letter should be no more than two pages and should highlight your suitability for the position with reference to the specific requirements of the job and their experience.

For further information please contact **Cathryn Hutton** on 0480 210 810.