

POSITION DESCRIPTION

Job title	Finance Business Partner	Band	Negotiated Contract
Team	Finance	Manager	Chief Executive Officer

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Alcan Gove to manage the township of Nhulunbuy, the nearby Industrial Estate and the Gove Airport.

The Nhulunbuy Corporation's primary responsibility is to provide services to Nhulunbuy residents, businesses and ratepayers.

Position objective

To provide professional expertise in respect of the Financial Operations of the Corporation including Revenue, Payroll, Accounts Payable, Rates and Property, Asset Management, Financial Reporting and Compliance

Relationships

Internal Close cooperation and support with the Nhulunbuy Corporation CEO and Manager Aviation & Compliance and Manager–Strategic Infrastructure, ensuring regular contact and cooperation with all Nhulunbuy Corporation employees and contract personnel.

Direct supervision of:

- *Development and Compliance Officer*
- *Senior Finance Officer*
- *HR/Payroll Officer*
- *Rates/Property Officer*
- *Information Officer*

Regular interaction with the Community Engagement Facilitator, providing effective financial advice and assistance with grant acquittal processes

External Regular contact and cooperation with Northern Territory and Federal Government funding sources and Rio Tinto Alcan Gove Operations

Responsibilities

Finance

- The provision of accurate and timely financial reporting, management information, budgetary control and advice to Board, CEO, Executive Managers and staff;
- Preparation of statutory financial statements, statutory and regulatory returns including those required by the Company Secretary;
- Review, maintain and lead the continuous improvement of adequate policies, processes, internal controls and risk management to protect the Corporation's assets and ability to fulfil contractual financial obligations and commitments;

- Manage and provide response to External and Internal Audit reports concerning the adequacy of financial management, financial reporting, financial policies, processes and controls including the supervision of debtors, creditors, receipts and payments;
- Maintain adequate controls to the accuracy, timeliness, supporting evidence and audit trail of the Corporation's financial accounting records and data including General Ledger, Accounts Receivable and Accounts Payable sub-ledgers, Bank Account, Investments and Payroll records;
- Oversee the preparation of monthly journal entries, correction journals and the production of monthly management accounts in accordance policies, processes and procedures;
- Ensure the maintenance of all of Councils' financial records in accordance with Accounting Standards and Corporation policies and procedures; and liaise with external and internal auditors in the conduct of any audit of the Corporation's financial records and reports;
- Coordination and preparation of the annual budget, five-year plan and the continuous improvement towards an Integrated Reporting Framework for the Corporation;
- Ensure compliance of the Corporation's Accounting Policies and Processes with legislation requirements, ASIC, and AASB reporting standards;
- Preparation of Statutory and Regulatory Returns for GST, Fringe Benefit Tax, PAYG and Grant Acquittals in consultation with the relevant officer;
- Identify fraud risks, establish and maintain appropriate policy, processes and effective controls to minimise the risk of fraud to the Corporation;
- Other duties as required by the Chief Executive Officer.

Treasury Management

- The management of working capital including cash at bank, investments and trust funds in accordance with the Corporation's Unrestricted Municipal Funds and Restricted Funds
- Management of investments in accordance with the Board Approved Investment Strategy and Investment Mandate
- Supervision of the Credit Control for all outstanding debtors (including the recovery of infringement notices) in accordance with Corporation Policy and Procedures

Compliance

- Facilitate annual external audit and provide guidance to key personnel on same;
- Review working files of Development and Compliance Officer (or approved contractor) and assist in the provision of effective customer service in a development/assessment environment;

Insurance

- Responsible for the management of the Corporation's Insurance Policies, the processing of insurance claims and liaison with the Corporation's appointed Independent Insurance Broker;
- Prepare a draft annual review of the Corporation's insurance requirements and present the results of the Corporation's Independent Broker Renewal Report to the Chief Executive Officer and Board risk based approach to determining the extent and appropriateness of insurance coverage; and,
- The Procurement of Insurance Brokerage and Risk Management Services in accordance with the Corporation's Risk Management and Procurement Policies.

Inventory and Stores

- Liaise with the Manager–Strategic Infrastructure and Works Supervisor on stores movements of the Depot ensuring the correct costing of inventory, quarterly and year-end Inventory Stock Count and Valuation
- Monthly checks of all Corporation's fleet fuel consumption and integrity; and
- Preparation and lodgement of Fuel Tax Credit claims.

Asset Management

- Maintenance and management of accurate asset registers in accordance with legislative requirements and Corporation policy;
- Monthly recording of acquisitions, disposals, depreciation and the reconciliation of the Asset Register and General Ledger;
- Work in Progress (WIP) reconciled and categorised;
- Develop in conjunction with Executive Management, Asset Management Plans consistent with legislative requirements and best practice to provide relevant and reliable information for decision-making on the effective, efficient and economical management of Corporation assets

Payroll

- Ensure employee records in the computerised accounting system and in manual payroll files are maintained in accordance with Corporation policy and procedures;
- Review and check that the Corporation's contractual obligations for employee leave accruals – annual, personal, long service, time in lieu, RDO's are provided for in the Corporation's financial statements in accordance with AASB reporting standards;
- Ensure that payments, including termination payments, are made in accordance with the relevant Award, Enterprise Bargaining Agreement (EBA) or Contract of Employment;

- Review employee deduction sheets and wage sheets and ensure where required that deductions made are remitted by the due date to the relevant organisation;
- Review the processing accuracy of timesheets, with time expensed to the correct works job costing and general ledger account for labour, materials, plant and overheads and the accurate payment of each fortnight payroll for employees;
- Review the maintaining of and update superannuation records;
- Review and approve the monthly remittance of payroll tax, the reconciliation and issuing of Group Certificates and Corporation's Annual Return; and

Information and Document Management

- Maintenance and updating of the Corporation's digital information and paper documents including Web-page, Policy and Procedures, Instruction Manuals, News and Notice Boards;
- Document Management System including the maintaining of a register of and filing of contracts; and

HR & Personnel

- Responsible for the management and supervision of direct reports including position descriptions, recruitment, quarterly and annual performance reviews, training and development, fortnightly team meetings;
- Management and Administration of Worker's Compensation Claims including liaison with the Corporation's workers' compensation insurer, management of claim, injury management, return-to-work outcomes, lodgement and processing of claim reimbursement; and
- Review of incident and hazard reports with managers and staff concerned with worker's comp claims, incidents and near misses.

Minimum requirements

Essential skills and knowledge

- *Proficiency in the preparation of Year End Financial Statements, Monthly Management Accounts, Annual Budget, Planning and Analysis*
- *Sound and up-to-date knowledge of ASIC and AASB Financial Reporting Standards*
- *Experienced Treasury Manager of Working Capital and Investment Management*
- *Strong Numeracy, Information Technology, Reporting Writing and Communication Skills*

Experience and qualifications

- *Fellow or Associate Membership of Professional Accounting Body (e.g. CA, CPA, IPA, ACCA, CIMA) preferred; or*
- *Diploma or equivalent qualification of Professional Accounting Body; and*
- *Tertiary qualification in finance or business administration preferred*
- *"C" class driver's license essential*

Approved by

Chief Executive Officer

Date

13 March 2018