

POSITION DESCRIPTION

Job title	Manager Corporate Services	Band	Negotiated Contract
Team	Corporate Services	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, Animal Management, Cemetery Trust and Company Secretary.

Relationships

Internal Close cooperation and support with the Nhulunbuy Corporation CEO and Manager Strategic Infrastructure, Members, and Board of Directors ensuring regular contact and cooperation with all Nhulunbuy Corporation employees and contract personnel.

Direct supervision of:

- Senior Finance Officer
- Finance Officer
- Customer Service Officer
- Animal Management Officer

Regular interaction with the Community Engagement Facilitator and Airport Operations Officer, providing effective financial advice and assistance.

External Regular contact and cooperation with Northern Territory and Federal Government funding sources, Fines and Recoveries Unit, banking institutions, Australian Taxation Office, Auditors 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
- Develop, 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 journals entries, and financial analysis in accordance policies, processes and procedures;
- Prepare and present monthly financial reporting to the Board of Directors and managers
- Ensure the maintenance of all of Corporation financial records in accordance with Accounting Standards and Corporation policies and procedures, manage the chart of account structure, monthly balance sheet reconciliations and adherence to monthly and yearly timetables.
- Coordination and preparation of the annual budget, five-year plan, half yearly budget review
- Ensure compliance of the Corporation's Accounting Policies and Processes with legislation requirements, ASIC, and AASB reporting standards;
- Oversee preparation of Statutory and Regulatory Returns for GST, Fringe Benefit Tax, PAYG, Fuel Tax Credits and Grant Acquittals
- Identify fraud risks, establish and maintain appropriate vital control designs to effectively mitigate risk to the Corporation
- Develop Long Term Financial Plan
- Other duties as required by the Chief Executive Officer.

Company Secretary

- Preparation of documentation for Director, Member or Auditor changes
- Meeting scheduling, agenda and minutes
- Document lodgement to ensure ASIC compliance

Treasury Management

- The management of working capital including cash at bank, investments and trust funds in accordance with the Corporation's Unrestricted Funds and Restricted Funds
- Manage Debt Recovery for all outstanding debtors (including the recovery of infringement notices) in accordance with Corporation Debt Recovery Policy and Procedures

Animal Management

- Ensure the provision of effective customer service and social media in a regulatory environment
- Oversee the application and update of the Nhulunbuy Animal Control By-Laws
- Ensure the implementation and reviews of relevant policies, procedures and standard operating procedures for both domestic and wild animal control

Rates and Property

- Ensure integrity of quarterly electricity and water billings
- Manage three (3) yearly unimproved capital values process
- Oversee annual rates billing process

Insurance

- Responsible for the management of the Corporation's Insurance Portfolio, 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

Asset Management

- Oversee the 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;
- 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 for Payment Summaries and Corporation's Annual Return; and

HR & Personnel

- Responsible for the management and supervision of Corporate Services team including position descriptions, recruitment, quarterly and annual performance reviews, training, development, weekly team meetings and One on Ones;
- 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

Information Technology

- Responsible for the contracting of suitable external provider to provide IT services across the organisation;
- Ensure financial software is functional and fit for purpose;
- Develop efficiencies using new or existing technologies to streamline customer payment options and communications

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
- Degree qualification in finance or business "C" class driver's license essential
- Local Government financial management experience preferred
- To succeed as the leader of this small team you must have a hands-on attitude and the ability to problem solve technical issues

Approved by

Chief Executive Officer

Date

4^h January 2021