



ANABRANCH
BURONGA
COOMEALLA
CURLWAA
DARETON
ELLERSLIE
GOL GOL
MONAK
POMONA
POONCARIE
RUFUS RIVER
TRENTHAM CLIFFS
WENTWORTH

Candidate Information

Financial Services Coordinator

Join Wentworth Shire Council for a career in a progressive, community-focused work environment that prioritises the interests of the Shire. Wentworth Shire Council is committed to becoming a child safe organisation by embedding the NSW Child Safe Standards across our organisation. An advocate of Equal Employment Opportunity, Council offers outstanding working conditions and a team-oriented, positive culture.

Employees at Wentworth Shire Council are provided with a range of benefits:

- ▶ Accrued Rostered Days Off throughout the year (for eligible roles), in addition to four weeks of Annual Leave
- ▶ Guaranteed 3% increase (2025/2026) on top of any appraisal step increase
- ▶ Long Service Leave entitlements after five years of service
- ▶ Professional development opportunities

Applications are encouraged from individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people of different ages, those with disabilities, and members of the LGBTIQIA+ community, as well as candidates from various cultural and linguistic heritages.

Wentworth Shire, home to about 8,000 residents, offers a unique lifestyle by the Murray and Darling Rivers. A place of natural beauty and outdoor activities, the Shire is ideal for families. Nearby Mildura provides additional amenities and cultural experiences. This balance makes Wentworth Shire an attractive location for living, working, and exploring.

For further information on advertised positions and details on how to apply, contact Glen Norris, Manager Human Resources:
P: (03) 5027 5027
E: humanresources@wentworth.nsw.gov.au

At Wentworth Shire Council, we value:

Honesty & Integrity

- ▶ We deliver on commitments
- ▶ We act ethically

Accountability & Transparency

- ▶ We take responsibility for our actions
- ▶ We communicate openly and respectfully with our community

Respect

- ▶ We act professionally towards our community and our colleagues

Quality & Commitment

- ▶ We do our best to provide the highest standard of goods and services to our community
- ▶ We are responsive to the needs of our community and always look for ways to better serve our community
- ▶ We are dedicated to fulfilling the Shire's vision and goals



If you require assistance reading and understanding this document, please contact the Translating and Interpreting Service on 131 450 and ask them to call Wentworth Shire Council on 03 5027 5027.

Wentworth at a glance



8.40% of our population identify as Aboriginal or Torres Strait Islander (State average is 3.44%)

Proclaimed a Shire on 23 January
1879

28.81%

Mining is the largest industry sector with (\$445,500,000) gross revenue



Area (sq. km)
26,256

Largest industry of Employment is Agriculture, Forestry & Fishing with **23.46%** of the population



7,688 Estimated Residential Population (Remplan)

Anabranch

Ellerslie

29.51% of homes are owned outright



3 Libraries

1 Hospital

8 Schools

1 TAFE Campus

2 Aerodromes

33.32%

Working age Residents (25-64 yrs old) (state average is 35.70%)

3,124

Employed Residents

4.20% Unemployment Rate (Sept 2024)



Year 12 education as the highest form of education

Wentworth Shire residents

31.40%

vs.

Other areas of NSW

21.40%

\$95,330

per capita Gross Regional Product



The Median Wage for Households:

Wentworth
\$1,987/wk



State (excl. Greater Sydney)
\$1,434/wk



Greater Sydney
\$2,077/wk

The individual median wage is **\$696** per week with **16.25%** of people earning over **\$1,500** per week.

43 years old

is the Median Resident age (State median is 39)

29.62% of Residents are aged under 25 (State average is 30.03%)

20.77% of Residents are aged over 65 (State average is 17.65%)



25.07% of families earn over \$130,000 vs. state average of 37.59%



422km
ADELAIDE

583km
MELBOURNE

1,044km
SYDNEY

662km of sealed road

1,360km of unsealed road

Financial Services Coordinator

Directorate	Corporate Services	Classification/Grade/Band	PS 4A
Location	Wentworth	Position description approved	February 2025

Primary purpose of the position

- Reporting to the Director Corporate Services this position is responsible for overseeing the financial operations of Council, ensuring compliance with legislative requirements, and providing strategic financial advice to support Council's goals. The role involves managing budgets, overseeing financial reporting and ensuring Council's financial sustainability while fostering a culture of accountability and transparency.

Reports to

Director Corporate Services

Key Selection Criteria

Essential Requirements

- Tertiary qualifications in Accounting, Business or equivalent suitable professional qualifications and/or demonstrated experience;
- Proven experience in a financial management role, ideally within local government or the public sector;
- Demonstrated understanding of relevant legislation, including the Local Government Act and Australian Accounting Standards;
- Strong analytical and problem-solving skills with the ability to interpret complex financial data;
- Excellent leadership and team management capabilities;
- High level communication skills, including the ability to prepare clear and concise reports and present financial information to diverse audiences;
- Exception attention to detail and organisational skills;
- Proficiency in financial management software and Microsoft Office Suite
- Current Drivers Licence.

Desirable

- General understanding of the Local Government Act and other relevant legislation applicable to Local Government.
- Demonstrated Local Government Experience or knowledge of Local Government operations.

Duties

- Coordinate the preparation, monitoring and review of Councils annual budget and long term financial plan;
- Manage cash flow and investment strategies to optimise financial performance;
- Support grant management, including reporting, acquittals, and compliance with funding agreements;
- Prepare and present accurate and timely financial statements, reports and forecasts for internal and external stakeholders;
- Conduct financial analysis to provide insights and support decision-making of Council, senior management and Council departments;
- Monitor and report on key financial performance indicators
- Maintain appropriate frameworks for the management and monitoring of Contractors providing services to Council;
- Establish systems, policies and procedures that satisfy the requirements of sound corporate governance and risk management principles;
- Manage the provision of proactive, relevant and high-level finance and customer service functions;
- Provide leadership to staff to move the organisation forward, embracing continuous improvement and development of staff;
- Action recommendations from internal audits and other external audits;
- Act as a key point of contact for external auditors and ensure audit processes are completed efficiently;
- Collaborate with internal and external stakeholders to address financial matters and drive initiatives that enhance service delivery
- Ensure compliance with all statutory reporting and regulatory requirements, including the Local Government Act and Austrian Accounting Standards
- Other duties as required within the skills and abilities of a person at this level






Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes strong personal impression and influence others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Is able to draw on wide-ranging interest and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions

Organisation Overview

EXECUTIVE LEADERSHIP REPORTING STRUCTURE

Our Organisational Structure is designed to deliver on the Community’s Strategic Objectives as outlined in the Community Strategic Plan 2022-2032.



REPORTING STRUCTURE

As at 01 May 2024



Commenced journey with Council in November 2002.



KEN ROSS

GENERAL MANAGER

Appointed to role in May 2019

OFFICE OF THE GENERAL MANAGER

BUSINESS SUPPORT

- Advocacy
- Executive Services
- Civic Service
- Mayor & Councillor support

HUMAN RESOURCES

- Human Resources recruitment
- Organisational training & development
- Work Health & Safety
- Workplace & Industrial relations

TOURISM & PROMOTION

- Events
- Library
- Marketing & Communications
- Tourism
- Visitor Information Centre

Commenced journey with Council in November 2008.



SIMON RULE

DIRECTOR

Appointed to role in May 2014

CORPORATE SERVICES

CUSTOMER SERVICES

- Bendigo Bank Agency (Midway Service Centre)
- Bridge lift bookings
- Cemetery reservations & burials
- Customer enquiries
- Receipting (rates, water accounts, applications)
- Venue hire bookings

FINANCE & ACCOUNTING

- Accounts payable/receivable
- Accounting services
- Payroll
- Procurement
- Rates

ECONOMIC & COMMUNITY DEVELOPMENT

INFORMATION TECHNOLOGY

- Business continuity
- Cyber security
- End-user support
- Geographic Information Systems (GIS)
- Hardware/software/ maintenance acquisition

RECORDS

- Record management

RISK & GOVERNANCE

- Audit, Risk & Improvement Committee
- Corporate Compliance
- Corporate Strategic Planning & Reporting
- Internal Audit
- Risk management

STORES

Commenced journey with Council in October 2017.



GEORGE KENENDE

ACTING DIRECTOR

Appointed to role in January 2024

HEALTH & PLANNING

BUILDING SURVEYING/ ENVIRONMENTAL HEALTH

- Bonds and Permits
- Building Certification
- Food Safety – annual inspections & temporary permits
- Public Health/Skin Penetration/ Cooling Towers/UPSS

COMPANION ANIMALS

- Barking Dogs
- Nuisance/Aggressive Dogs
- Rehoming
- Shelter Management

DEVELOPMENT ASSESSMENT

- Development Determinations
- Planning Portal management & assistance
- Pre-lodgement advice

COMPLIANCE/REGULATORY SERVICES/LOCAL LAWS

- Alcohol Free Zones
- Development compliance
- Education & enforcement
- Noise
- Pollution & contaminated land

RESERVES & LAND TENURE

- Acquisition of land
- Crown land manager
- Native Title

STRATEGIC DEVELOPMENT

- Heritage Protection & Advice
- Planning Proposals & LEP Amendments
- Strategic Planning Projects & Strategies

Commenced journey with Council in November 2016.



GEOFF GUNN

DIRECTOR

Appointed to role in August 2019

ROADS & ENGINEERING

ENGINEERING TEAM

- Assets
- Engineering services
- Infrastructure
- Technical Services
- Water & Waste Water

WORKS TEAM

- Aerodrome operations
- Building maintenance
- Civil Works
- Fleet/Workshop
- Landfill/Waste
- Operations
- Parks & Gardens
- Roads



Contact

-  **Main Service Centre**
61 Darling Street, Wentworth
-  **Postal Address**
PO Box 81, Wentworth NSW 2648
-  **(03) 5027 5027**
-  **council@wentworth.nsw.gov.au**
-  **wentworth.nsw.gov.au**

Have Your Say:
wentworth.nsw.gov.au/have-your-say