



**Shire of Victoria Plains
Office Manager
Package Value \$93,07.00 to \$97,590.00**

Victoria Plains offers an opportunity to embrace a tree change lifestyle that will provide the serenity and security of a country location with the added advantage of living and working within 140 kilometres of the Perth CBD.

As the Office Manager your responsibilities will include:

- Overseeing the Administration Shire Staff;
- Where applicable, responsible for the maintenance and enquires in relation to the Shire's Insurance including submission of claims and liaising with the Shires insurance providers.
- Assist in the preparation of the Shire's Annual Budget, Monthly Financial Reporting and FBT and BAS returns, in conjunction with the CEO and Financial Consultant;
- Assist in the effective management of the Finance, Customer Service, Records, Library, Cleaners and Information Technology functions;
- Assist in the Coordination of regular Internal Audits and implementing procedural improvements in order to meet compliance and reporting requirements effectively and in a timely manner;
- Assist in ensuring the Shire meets all statutory requirements in relation to finance, grants and insurance, including acquittals and reporting; and
- Provision of advice to the CEO and Elected Members regarding financial compliance and legislation.

To be successful for this position applicants will need to have:

- Relevant financial tertiary qualifications or significant experience in financial management
- Thorough knowledge of Accounting Standards and financial compliance requirements, particularly as they apply to Local Government
- A commitment to working collaboratively with the CEO, Council and Shire staff
- Demonstrated ability to manage staff and provide direction and guidance
- Highly developed IT skills, particularly MS Excel and Local Government finance software such as Synergy Soft.

The Shire is offering an attractive remuneration package inclusive of superannuation, subsidised housing, professional membership and uniform allowances.

Interested applicants may obtain an Application Package by contacting Mike Fitzgerald on 0419907443 or emailing mike@fitzgeraldstrategies.com.au

Applications close at 4:00pm on Friday 31 July 2020