

Application Package for the position of
CHIEF FINANCIAL OFFICER

Executive Department
Full Time - 4 Year Contract – Esk

**Competitive remuneration package negotiable: cash component, superannuation,
private use vehicle, relocation assistance, professional development**

**Supportive work environment
Great location and rural lifestyle**

Rush hour traffic? Forget it. When you live and work in Somerset, the work commute is likely to be through hills or paddocks under big blue skies. Parking is never a problem, and it's free. When you take a job with Somerset Regional Council, you're making a lifestyle choice.

Located in the heart of south-east Queensland, Somerset is a large region of lakes and landscapes, in fact we've got 5,382km² of countryside for you to explore. View *Experience Somerset* highlighting Brisbane's gateway to Queensland Country - [Experience Somerset](#).

If this is the change you are looking for, we would like to hear from you.

The Chief Financial Officer (CFO) position is a pivotal role, reporting directly to the Chief Executive Officer and working closely with Council and other key stakeholders.

We seek a candidate with extensive Local Government financial knowledge to guide the organisation's financial strategy and ensure robust financial stewardship. The CFO will lead and manage a team of highly skilled professional and administrative staff, overseeing a diverse range of functions, including revenue management and rating, financial reporting, and management accounting.

The ideal candidate will play a key advisory role, providing expert guidance to the Executive Leadership Team and Council on strategic and long-term financial planning, ensuring the organisation's sustainability and alignment with community priorities.

To excel in this role, you will hold a relevant tertiary qualification together with demonstrated leadership experience, excellent communication and stakeholder engagement skills and understanding of local government operations.

To make application for this opportunity with Team Somerset, please submit your Resume with a 2-page cover letter highlighting your suitability for the role to jobs@somerset.qld.gov.au

Should you require any further information or clarification regarding the position or the recruitment and selection process, please contact our Human Resources section on (07) 5424 4000.

Applications close at 5pm Thursday 6 February 2025

Position Description

Title: Chief Financial Officer

Reports to: Chief Executive Officer

Classification: Contract

Position Objectives:

Lead and manage a team of professional and administrative personal providing a diverse range of revenue, financial and management accounting services in accordance with Council's corporate and operational plans, policies, procedures, relevant legislation and accounting standards.

Provide added value advice to the Executive Leadership Team (ELT) and Council in terms of strategic financial management, long term financial planning and modelling, estimating costs and benefits associated with service enhancements, infrastructure and debt reduction.

Key Responsibilities:

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- Lead, coordinate and prepare the end-to-end budget process within required timeframes in collaboration with ELT and Council.
- Provide timely financial reports to enable effective management, planning and review of financial performance.
- Provide high-quality management accounting functions to all Departments and ELT, as required.
- Achieve Council's strategic revenue objectives in relation to rating, budgets, expenditure, capital works, alternative revenue streams and debt reduction.
- In conjunction with the ELT, implement a professional and thorough approach to identify and manage operational, business, financial and reputational risks.
- Attend Council workshops and Council meetings as requested and provide advice to Council on any matter within the functional responsibilities.
- Liaise with external auditors, revaluation specialists and accounting providers to ensure statutory deadlines are met.
- Provide a pivotal role with Council Audit Committee with responsibility for agenda development and preparing comprehensive reports.
- Lead and foster a high performing culture for the team by creating an environment where innovation and new ideas that improve service delivery can be constructively explored, encouraged and implemented.
- Manage, supervise and mentor the team to deliver quality services and provide expert financial and system advice to all employees of Council.
- Cultivate and maintain effective relationships with Councillors, Regulators, State and Federal government agencies, residents, ratepayers and community interest groups.
- Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the Chief Executive Officer that will assist in reaching Council's objectives as detailed in the Corporate and Operational Plans.



Organisational Responsibilities:

- Represent the Council to the public and members of other organisations in a positive manner.
- Maintain confidentiality of Council information obtained during the course of employment.
- Responsible for compliance with Council's Information Management and Security Policy, to make and electronically record full and accurate records of all relevant business activities within Council's electronic records management system.
- Security of Council information viewed or accessed during the performance of your duties is contained in the provisions of the Employee Code of Conduct. Subsequently, as a Council employee, you are required to ensure the security and appropriate intended use of Council information at all times.
- Support and comply with the provisions and principles of providing a high level of customer service.
- Comply with any reasonable instructions provided by Somerset Regional Council to ensure work is conducted in accordance with the requirements of the Work Health and Safety Act, Regulations, Codes of Practice and Council's Safety Management System.
- Take reasonable care of your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Consult within your work team during any risk assessment of tasks and ensure that any identified control measures are understood, in place and adhered to.
- In addition to the key duties and responsibilities, the incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and supporting Council's overall Corporate Plan and objectives.

Key Skills, Experience, Qualifications and Knowledge:

Experience/Qualifications

- Tertiary qualification in accounting or commerce.
- Proven experience in managing and leading the financial management of a local government authority and/or organisation requiring comparable skills and knowledge.
- Demonstrated experience in an executive leadership role.
- Extensive experience with all levels of employee development to achieve maximum productivity and efficiency.

Knowledge

- Comprehensive knowledge of contemporary financial management.
- Comprehensive knowledge of Australian Accounting Standards relating to Local Government.
- Knowledge of the financial provisions of the Local Government Act 2009 and Local Government Regulations 2012.
- Knowledge of Local Government and Council operations, functions, legislative requirements, structure, policies and procedures.
- Demonstrated knowledge and understanding of Council's statutory requirements and legal obligations and the due diligence process to be applied with regard to relevant acts, regulations and codes of practice specifically the Work Health and Safety Act.

Skills

- Excellent communication and interpersonal skills and the ability to apply these skills to create an environment necessary to motivate and promote effective performance.
- Highly developed self-motivation skills and demonstrable ability to interact with the public and other officers with tact, understanding and encouragement.
- Effective management and leadership skills with the ability to coach, mentor and positively influence work groups and individuals fostering the desired culture and Council values.
- Exceptional time management, organisational and project management skills.
- Demonstrated skills in the formulation, control and reporting of annual budgets.



Additional Requirements

- Current Open Queensland Drivers Licence – unrestricted
- Ability to maintain a high level of professional confidentiality and discretion when working with private and/or sensitive information within the workplace and community.
- The incumbent:
 - will be required to complete a National Police check with the outcome to be acceptable to the Chief Executive Officer;
 - will be required to complete a pre-employment functional and medical assessment with the outcome to be acceptable to the Chief Executive Officer;
 - will be required to work at different locations across the region from time to time;
 - must maintain a high standard of personal appearance and dress appropriate for a professional office environment wearing the corporate wardrobe where provided.

Authority and Performance Standards:

Accountability

- Accountable to the Chief Executive Officer.

Extent of Authority

- Freedom to act within established guidelines and procedures.
- Assistance and advice is available on complex matters.

Performance Standards

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Chief Executive Officer recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plans.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Work Health and Safety Act and other legislative requirements or standards, which may be appropriate, and including Council policies, procedures and local laws.
- Allocated tasks and reporting requirements are consistently completed within agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrates a spirit of cooperation toward other employees and the achievement of Council's aims and objectives.



ABOUT SOMERSET

Our Values



Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region

Lifestyle and Liveability

Located in the heart of south-east Queensland, [Somerset](#) is a large region of lakes and landscapes, in fact we've got 5,382km² of countryside for you to explore.

We're home to the Brisbane Valley Rail Trail, Australia's longest recreational rail trail, 161km of high-quality track just waiting for you to cycle, hike or horse-ride. Our lakes are second to none and the perfect spot to drop a line or take a dip. Thrill seekers are covered with a range of outdoor adventures from skydiving to horse-riding.

Somerset also boasts an abundance of art galleries brimming with creations produced by local, national and international artists. Council's iconic art gallery, The Condensery, attracts high profile artists from across the country and offers regular exhibition opening nights and workshops.

Our small friendly towns have everything you need for a rural lifestyle with the convenience of being a short drive to Brisbane or Toowoomba. Sporting and cultural activities are plentiful, as are community events, and we even have an old-school picture theatre.

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Location and Brief History

Somerset Regional Council was formed on 15 March 2008 following the amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six (6) Councillors, each elected by their constituents and serving a four (4) year term.



This regional local government is an hour west of Brisbane and is the fastest growing local government area in south-east Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.

The Somerset region includes the five major townships of Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031. Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

Additional Information

Additional information about Somerset Regional Council can be found at www.somerset.qld.gov.au.

Closing Date

Applications should be submitted before 5pm on the closing date for the position and should be forwarded to:

Email jobs@somerset.qld.gov.au
Post Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk Qld 4312
Deliver Chief Executive Officer, Somerset Regional Council, 2 Redbank Street, Esk

Privacy Collection Notice

All personal information provided by applicants is protected in accordance with Council's Information Privacy Policy. As set out in the policy, Council respects and complies with its obligations under privacy legislation.

Submission of an application, resume and copies of qualifications and references constitutes permission to use the applicant's personal information as necessary for the purpose of selection for the vacant position and subsequent employment, if successful.

The information you provide as an applicant is used primarily by the selection panel to assess merit for a position. Access by other Council staff is limited to what is required to enable them to undertake associated administrative requirements, e.g. processing applications, arranging interviews and/or pre-employment assessments.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate/s will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.

Thank you for the interest in joining Team Somerset!