**ROLE DESCRIPTION**

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| **ROLE TITLE:** | **MANAGER CORPORATE SERVICES & FINANCE**  |
| **WORKSTREAM:**  | **CORPORATE & GOVERNANCE** |
| **LOCATION:** | **WHEATBELT NRM, NORTHAM** |
| **DATE OF LAST REVIEW:** | **18 OCTOBER 2022** |
| **CLASSIFICATION:***This role has been Classified in accordance with the approved Classification Policy and Procedure.* | **Pay Grade B****Currently** $109,631 - $127,902 |
| **ROLE OVERVIEW** |
| Leads, manages, coordinates and implements the delivery of Financial, business systems, and Human Resource functions for Wheatbelt NRM.  |
| **KNOW HOW***The employee requires the following technical skills and abilities and communication skills to carry out the role.* |
| * A relevant tertiary qualification AND/OR considerable knowledge and experience in a diverse range of business management activities;
* Leading and supervising consultants and contractors;
* Developing, planning and implementing strategies and initiatives;
* Planning, preparing and monitoring budgets;
* Program management, evaluation and monitoring
* Conceptualising and analysing complex issues to provide feasible solutions;
* Preparation and presentation of complex reports, documents and briefing papers both in written and oral format;
* Identifying issues, undertaking research, evaluating findings and presenting possible solutions;
* Excellent problem solving & organisational skills;
* Excellent judgement & decision making;
* Highly effective verbal and written communication skills; and
* Strong interpersonal and relationship management skills and the ability to achieve results whilst maintaining constructive working relationships.
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| **PROBLEM SOLVING** |
| Under the guidance and direction of the Chief Executive Officer the post holder will be involved in the management, development and execution of their area and related activities. They will provide responsive services to the business, stakeholders, employees, partners and the community. The employee is required to be creative in their thinking and adaptable in their area whilst under the direction and guidance of their line manager. The post holder will work in accordance with WNRM Vision, Mission and strategic direction contributing to the delivery of the organisations goals and objectives. The employee will undertake work, which involves the development of new initiatives to achieve business goals. The post holder will engage in management of funding activities and preparation of investment proposals. The post holder will need to use a significant degree of interpretation and judgement on a range of issues. The nature of this role requires the post holder to generate innovative solutions to problems. The post holder will use their judgement to make decisions within their own area and also will use it to make decisions on issues linking to or impacting on other areas. The post holder will be required to develop and implement new processes looking at continual process improvements to enhance project/area deliverables. |
| **ACCOUNTABILITY** |
| The employee is accountable for the finance team. The employee is responsible for a budget. The employee is jointly accountable with others to achieve the organisations end results.  |

This Role Description should be read in conjunction with the Position Outcome Statement for the Manager of Corporate Services & Finance.