



Position Description

Chief Finance Officer

Department:	Corporate, Community & Economic Development
Reports to:	Chief Executive Officer
Employment Instrument:	<i>Palm Island Aboriginal Shire Council Certified Agreement 2010, Queensland Local Government Industry (Stream A) Award – State 2017</i>
Location:	Palm Island or Townsville

Palm Island Aboriginal Shire Council

Palm Island Aboriginal Shire Council serves the Manbarra and Bwgcolman peoples through community centred leadership, cultural respect, and a commitment to safety and excellence. Everything we do is focused on supporting our community to build a strong, vibrant local economy that sustains our people now and for future generations.

We're building a place-based workforce to deliver our Corporate Plan 2026–2031, expanding opportunities for Palm Island people and other professionals who want their work to have impact.

Our Values

- **Service to Community** – We act for the wellbeing, safety, and future of our people.
- **The Bwgcolman Way** – We work with respect, culture, unity, and accountability.
- **Safety First** – We protect our people, workplaces, and island through safe decisions and behaviours.
- **Leading for Excellence** – We strive for quality, continuous improvement, and responsible stewardship.

Role Purpose

The **Chief Finance Officer (CFO)** is a key member of the Executive Leadership Team and the principal financial steward of Palm Island Aboriginal Shire Council.

The CFO is responsible for strategic financial leadership, long-term financial sustainability, governance assurance and commercial rigour across the organisation. The role provides authoritative advice to the CEO, Mayor and Councillors on financial strategy, risk, investment, asset sustainability and intergenerational equity.

The CFO leads Council's financial management framework, ensuring strong alignment between the Corporate Plan, Long-Term Financial Plan, asset management planning, capital investment and grant funding, while maintaining the highest standards of probity, transparency and compliance.

As a trusted executive advisor, the CFO contributes to whole-of-organisation strategy, supports informed policy and investment decisions, and plays a critical role in advancing economic self-determination and capability-building for the Palm Island community.

Key Responsibilities

In performing this position effectively, you will be required to:

Strategic Financial Leadership & Sustainability

- Act as Council's principal financial advisor, providing high-level strategic advice to the CEO, Mayor and Councillors on financial performance, sustainability, risk and opportunity.
- Lead the development, implementation and continuous refinement of Council's Long-Term Financial Plan, ensuring financial resilience, liquidity, asset sustainability and responsible debt management.
- Oversee integration of financial planning with corporate planning, asset management plans, workforce planning and capital investment strategies.
- Provide strategic leadership on funding models, revenue diversification, cost structures and efficiency initiatives appropriate to a remote local government context.

Budget, Capital & Investment Oversight

- Lead Council's annual budget process across operational, capital and grant-funded programs, ensuring alignment with strategic priorities and financial capacity.
- Provide executive-level oversight of significant capital works and infrastructure investment programs, including risk, cash flow and value-for-money considerations.
- Establish and enforce enterprise-wide financial discipline, forecasting and scenario modelling to support executive and Council decision-making.

Governance, Risk & Assurance

- Serve as executive owner of Council's financial governance framework, including delegations, financial policies, internal controls and assurance mechanisms.
- Ensure full compliance with the Local Government Act 2009, accounting standards, grant conditions and external reporting obligations.
- Lead Council's relationship with external auditors, regulators and funding bodies, ensuring timely resolution of issues and implementation of recommendations.
- Provide assurance to the CEO and Councillors on financial risk exposure, financial controls and organisational capability.

Executive Leadership & Organisational Impact

- Contribute as a senior executive to whole-of-organisation leadership, culture, performance and transformation initiatives.
- Partner with Directors to strengthen commercial acumen, investment appraisal, project governance and financial accountability across all functions.
- Influence strategic decisions beyond finance, including service models, infrastructure priorities and regional partnerships.

Workforce Leadership, Capability & Succession

- Lead and develop a high-performing finance function with clear professional standards and development pathways.
- Actively mentor and build financial leadership capability, with a strong focus on developing Palm Island employees and future leaders.
- Champion financial literacy and accountability across the organisation.

Key Relationships

Internal

- Mayor & Councillors
- Chief Executive Officer
- Executive Leadership Team
- Managers and all Council employees

External

- Auditors
- Funding Agencies
- State & Federal Government Departments
- Professional advisors

Position Requirements

Essential

- Relevant tertiary qualifications in Finance, Accounting, Commerce, Business or a related discipline, or extensive equivalent experience.
- CPA or CA qualification.
- Demonstrated senior executive-level experience leading finance functions within local government or a highly regulated, complex organisation.
- Proven ability to provide strategic financial advice to executive leadership and governing bodies, including elected councils or boards.
- Strong knowledge of budgeting, financial reporting, internal controls, audit processes and long-term financial planning.
- Proven ability to lead and develop high-performing teams, including mentoring and succession planning.
- High-level analytical, communication and stakeholder engagement skills, including experience working with Aboriginal and Torres Strait Islander communities.
- Current Queensland "C" Class Driver's Licence.

Desirable

- Experience working in regional or remote communities.
- Experience interfacing with State agencies, funding departments and Treasury oversight bodies.
- Exposure to economic development, commercial ventures or alternative revenue models in the public sector.
- Experience managing significant capital works programs and grant-funded projects.

Success Profile (Behaviours)

- Operates as a trusted executive advisor and steward of public funds
- Demonstrates integrity, accountability and sound judgement.
- Balances strategic thinking with disciplined financial management.

- Communicates clearly, confidently, and with cultural awareness.
- Builds trust and confidence through transparent financial stewardship.
- Commits to developing people, local capability and future leaders.
- Upholds Council values in daily work and decision-making.
- Adapts to changing organisational priorities and community needs.

Compliance Requirements

All employees must comply with:

- Council policies and procedures
- Work Health and Safety legislation
- Code of Conduct
- *Public Sector Ethics Act 1994*
- *Local Government Act 2009*

Position Description Approval

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Palm Island Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Chief Executive Officer: _____ **Signature:** _____
(Name)

Date: _____

Position Acceptance

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____