



Central Tablelands Water

Executive Management Accountant, Blayney



Lake Rowlands

Acknowledgement of Country

Central Tablelands Water is situated within the traditional lands of the Wiradjuri Nation.

We acknowledge the traditional custodianship of these lands and pay our respect to the Wiradjuri people for their care and stewardship of these lands for more than 40,000 years and to the Elders of the Wiradjuri Nation, past, present, and emerging.



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Message from the General Manager, Charlie Harris

Blayney is located 230 kilometres west of Sydney and 260 kilometres northwest of Canberra, in the Central Tablelands region of New South Wales. The central tablelands region is picturesque and welcoming, offering the perfect mix of relaxed regional living alongside access for modern city infrastructure.

Central Tablelands Water is one of four water County Councils in New South Wales. It provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

Central Tablelands Water offers career opportunities in water and corporate areas, ranging from rates, accounts, customer service, finance, assets, water network, governance, water treatment, to support teams.

Employment options at Central Tablelands Water offer the opportunity to thrive in a career that suits your interests and merges seamlessly with your lifestyle. Offering flexible work hours, family leave, rostered days off, and job share arrangements. A career at CTW has many benefits.

If you are someone who thrives in an environment where your leadership and vision can create tangible results, where creativity and strategic thinking are celebrated, and where you can find true satisfaction and enjoyment in your work, we want to hear from you.



About Central Tablelands Water

Central Tablelands County Council, trading as Central Tablelands Water (CTW) is a water supply authority constituted under NSW Local Government Act 1993.

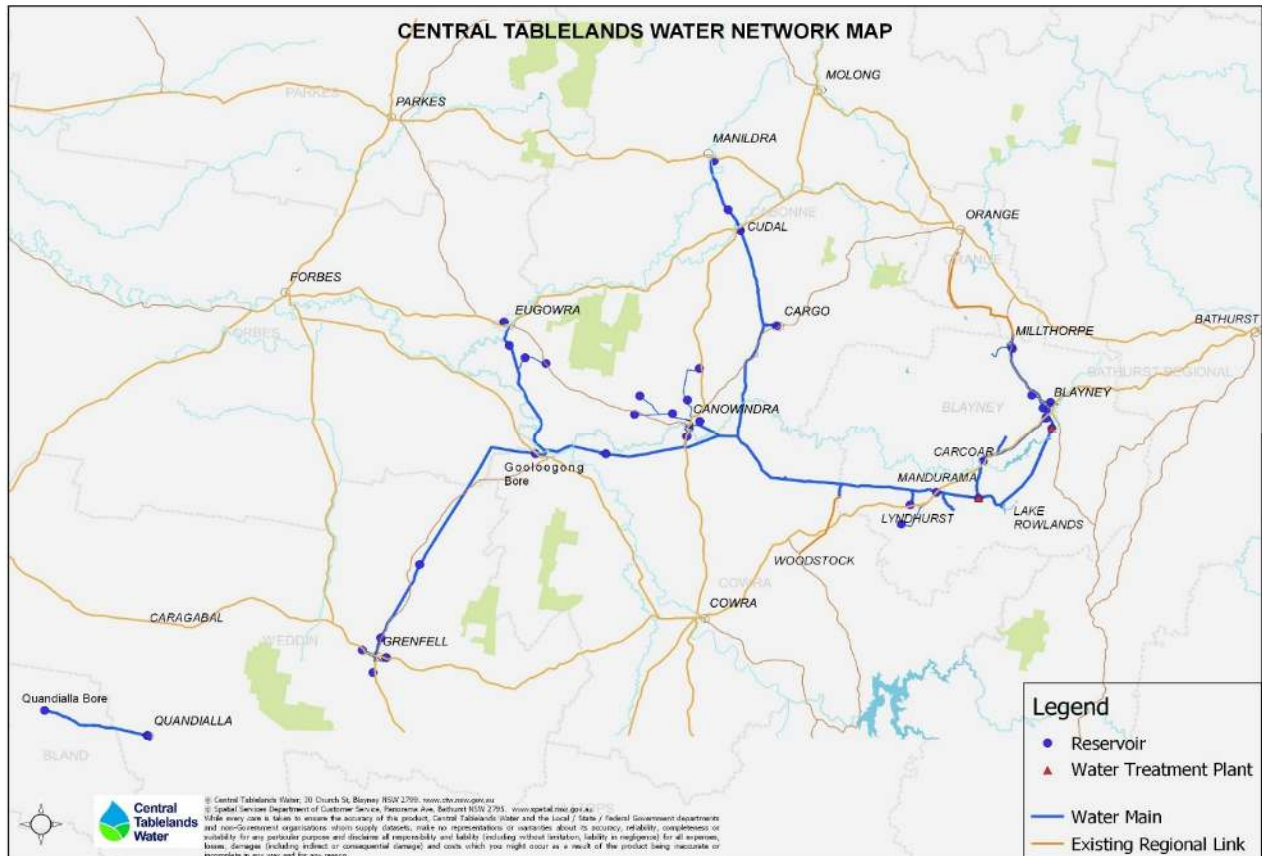
First proclaimed in 1944, today the county embraces the Shires of Blayney, Cabonne, and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council, to service rural consumers and villages of Woodstock and Gooloogong. The Council currently has approximately 6,000 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

MISSION: To supply quality, affordable drinking water to our customers, in collaboration with our constituent councils.

VISION: As a regional leader and provider, to achieve excellence in water supply, now and into the future.

VALUES: Central Tablelands Water values our customers, our workforce, and our regional partners. We provide our water supply valuing sustainability, quality, efficiency, equity, and innovation.



Our Councillors

CTW is a constituency of three (3) local government areas: Blayney, Cabonne and Weddin. The Board of CTW comprises two (2) delegates each elected by their constituent council for a four-year term. This current term runs from the election held in September 2024 to September 2028.

The current CTW Board Members are:

Cabonne Shire Council



Cr Marlene Nash



Cr Andrew Rawson - Chairperson

Blayney Shire Council



Cr Craig Gosewisch - Deputy Chairperson



Cr John Newstead

Weddin Shire Council



Cr Paul Best



Cr Jan Parlett

About the Role

Central Tablelands Water is now recruiting for the newly created position of Executive Management Accountant. This position is a member of the Executive Leadership Team (ELT) and is responsible for overseeing and managing the entire financial requirements for the organisation. You will ensure the organisation is agile, sustainable, and critical data is available to support strategic and operational decisions.

The position is an office-based position located in Blayney NSW. Central Tablelands Water is flexible with the commencement date for this position for the right candidate, ideally no later than early September 2025.

Why join the Central Tablelands Water Team?

We are proud of the culture we have cultivated — one built on integrity, collaboration, and growth.

Our leaders are empowered to make bold decisions, drive innovation, and create meaningful change. At Central Tablelands Water, you will be part of something bigger than yourself, working alongside a diverse and driven team that shares your commitment to excellence.

Moreover, we believe that work should be enjoyable and fulfilling. We foster a workplace where satisfaction and enjoyment are integral to our daily operations. Our team members find personal satisfaction in their work, knowing that their contributions are valued and that they are making a real difference in our communities.

What's on Offer

- The position is an office-based position located in Blayney, NSW. Central Tablelands Water is flexible with the commencement date for this position for the right candidate, ideally no later than early September 2025.
- An exciting opportunity to be a key member of the leadership team in a dynamic and progressive organisation.
- An attractive salary negotiated with the successful candidate between \$122,127 to \$143,470 (as at 1 July 2025) gross per annum depending on skills and local government experience.
- Option for a fully maintained Leaseback vehicle.
- A 70 hour, 9-day fortnight for flexibility and work – life balance.
- 15 days sick leave per year
- Access to Long Service Leave after 5 years of continuous service
- Professional development opportunities

If you are someone who thrives in an environment where your leadership and vision can create tangible results, where creativity and strategic thinking are celebrated, and where you can find true satisfaction and enjoyment in your work, we want to hear from you.

HOW TO APPLY

In applying for the position, your application should include the following:

- a covering letter specifying the position you have applied for and outlining why you are the most suitable person for the role.
- a copy of your resume, including 2-3 referees (preferably they can confirm your skills to undertake the position).

- a document outlining how you are able to satisfy each of the essential and desirable criteria outlined in the position description below.
- ensure that your contact details are included in your resume (both mobile and email).

LODGING YOUR APPLICATION

Your application should be saved as a pdf document and emailed to hr@ctw.nsw.gov.au

If you would like to discuss your application or have any questions regarding the position, please contact Central Tablelands Water office during business hours 02 6391 7200.

Applications close at 5.00pm on Friday 27 June 2025.

SELECTION PROCESS

A selection and interview panel will be formed, and they will be responsible for conducting a review of all applications and selecting who will be offered an interview. Applications are compared and a short list will be determined. If you are successful in being shortlisted, you will be contacted by phone and email to offer you an interview.

The interviews are scheduled to take place in the week beginning 7 July, and will be held at the Central Tablelands Water, Water Treatment Plant, Blayney.

INTERVIEW PROCESS

If you are offered an interview you will need to bring a copy of any relevant qualifications. The selection panel will ask you a range of questions about the role, your experience and capability to undertake the functions of the role.

The interview is a chance for you to meet the panel, and for the panel to get to know you a bit more. It is your opportunity to demonstrate your suitability for the position. You will also have the opportunity to ask any questions regarding the position as well.

SELECTION

Once the panel has interviewed all the shortlisted applicants, they will make a recommendation on which applicant should be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

CONFIDENTIALITY

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

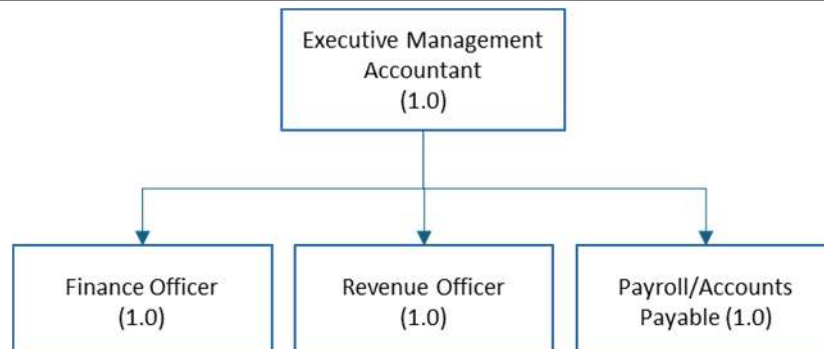
For more information, contact the Corporate Services Manager during business hours on [02 6391 7200](tel:0263917200) or email to hr@ctw.nsw.gov.au.

Applications close at 5.00pm on Friday 27th June 2025

POSITION DESCRIPTION

Position Title	Executive Management Accountant
Organisational Team	Finance
Location	Blayney
Reports to	General Manager
Direct Reports	3 FTE
Employment Status	Fulltime – 35 hours per week
Classification/Grade/Band	Professional/Specialist Band 3 Level 4, Grade 7
Position Statement	
<p>The Executive Management Accountant is a member of the Executive Leadership Team (ELT) and is responsible for overseeing and managing the entire financial requirements for the organisation, ensuring financial sustainability, compliance, and effective resource allocation.</p> <p>The position of Executive Management Accountant is crucial in driving the financial success of the organisation by providing strategic financial guidance, optimising resources, leading investment strategy and ensuring financial activities, processes and operations are aligned with the organisation’s strategic goals and regulatory requirements.</p> <p>You will strive to be a forward thinking and innovative leader within the organisation, fostering continuous improvement and developing a culture of trust and collaboration through excellent communication.</p>	
Central Tablelands Water - Purpose	
<p>Central Tablelands Water is a County Council which provides drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.</p>	
Central Tablelands – Mission, Vision, Values	
<p>Mission To supply quality, affordable drinking water to our customers, in collaboration with our constituent councils.</p> <p>Vision As a regional leader and provider, to achieve excellence in water supply, now and into the future.</p> <p>Values Central Tablelands Water values our customers, our workforce and our regional partners. We provide our water supply valuing - sustainability, quality, efficiency, equity and innovation.</p>	
Team Charter	
<ul style="list-style-type: none"> • We champion Central Tablelands Water’s Mission, Vision & Values. • We proactively engage in activities that bring to life Central Tablelands Water’s strategic intent and strategy. • We are open, honest, humble and professional in our dealings with all stakeholders. • We collaborate, respect, trust and support each other. • We honour our commitments and hold each other accountable for results. 	
Personal Behavioural Competencies	
<ul style="list-style-type: none"> • Demonstrates ability to lead & mentor staff and encourage a positive working culture. • Demonstrates honesty, integrity, humility and respectful behaviours towards others. • Demonstrates appropriate behaviours in the workplace in line with Central Tablelands Water’s Code of Conduct & Team Charter. • Demonstrates ownership of their key responsibilities, and accepting of feedback and direction in a fair, reasonable and cooperative manner. • Demonstrates initiative and a willingness to put forward ideas along with displaying a personal interest toward improving the way key responsibilities ‘could’ be achieved. • Possesses appropriate skills and emotional intelligence to resolve working relationship issues should they arise. • Demonstrates flexibility and resilience to cope with change. • Demonstrates a Safety Leadership mindset. 	

Reporting Structure



Key Responsibilities

- Lead and continuously improve all financial activities of Council (procurement, revenue, accounts payable, payroll, and accounting functions) including evaluation of financial performance to improve business processes and deliver cost efficiencies.
- Undertake the annual budgeting process including the preparation of budget estimates, tracking financial performance including reporting and analysis of quarterly budget reviews, and identifying, reporting and advising on variances and trends in order for Council to achieve its operational priorities and statutory obligations.
- Prepare and provide ongoing review of the financial components of Council's Integrated Planning & Reporting framework including preparation of the Long-Term Financial Plan and other strategic financial plans, reports and policies in support of Council's financial sustainability for Council to enable effective decision making and facilitate strategic business and financial planning.
- Manage the preparation of all aspects of Council's financial statements and associated statutory returns in compliance with current accounting standards, regulatory and statutory requirements.
- Participate in internal audits and service reviews undertaken for the Audit Risk and Improvement Committee.
- Ensure timely and accurate completion of the payroll function including compliance with superannuation requirements.
- Perform the role of Council's Designated Responsible Accounting Officer in compliance with relevant regulations and statutory responsibilities and ensuring Council financial records are kept in accordance with the Local Government Act and other regulations.
- Develop financial reporting systems and prepare financial reports including the Annual Report that meet best practice and satisfy legislative obligations. Internal reporting should include opinion on Council's financial position along with financial and non-financial indicators.
- Oversee the investment of Council's funds in accordance with Council's Investment Policy which optimises return on investment in a fiscally responsible manner.
- Oversee and prepare statutory returns for Goods and Services Tax, Fringe Benefits Tax and Payroll Tax.
- Provide accurate financial reports that are timely, relevant, and contribute towards efficient management of Council's resources as required.
- Have the capacity to provide independent and frank advice to Management and Council to promote the best outcomes in respect to Financial Management and Sustainability.
- Lead the continuous improvement of Council's financial systems by:
 - Maintaining the general ledger and subsidiary ledgers.
 - Reviewing, monitoring and reporting financial information.
 - Developing and maintaining accounting systems and integration of financial and asset management systems.
 - Reviewing and/or developing policies and procedures relating to finance operations.

POSITION DESCRIPTION

- Liaising with and assisting Council's external and internal auditors along with proactively contributing to Council's Audit Risk and Improvement Committee.
- Promote safety in the workplace and ensure compliance with the WHS Act and regulations and foster continuous improvement of safe systems at work.
- Provide leadership coverage in an acting capacity as required for the position of General Manager and/or Corporate Services Manager.
- Other projects and duties as directed by the General Manager that is within the scope of your skills, competence and training.

Essential Criteria

- Tertiary qualifications in finance accounting or business.
- Minimum of 2 years' experience in a similar finance role within a local government setting, preparing budgets, annual financial statements, long term financial plans, asset management plans, investment plans and providing financial advice to the ELT.
- Strong knowledge of the requirements of the Local Government Act 1933 and Local Government (General) Regulation 2021 and Local Government Code of Accounting Practice and Financial Reporting.
- Demonstrated high level analytical skills, research, problem solving and commercial business acumen within a local government service context.
- Demonstrated previous leadership skills with the ability to participate in organisational change, fostering a collaborative environment, drive continuous improvement, and develop a culture of trust within the organisation.
- Strong interpersonal skills with the ability to influence people, build effective relationships, and achieve positive outcomes including the ability to maintain confidentiality and appropriate professional conduct.
- High-level communication skills and the ability to interpret financial data and engage with both internal teams and external stakeholders to achieve strategic objectives.
- Proven experiencing in leading, motivating and mentoring a team.
- A good understanding of financial management systems, spreadsheets (Excel), databases and word processing. (Experience with Local Government software specifically Synergysoft and the LG Solutions reporting suite would be an advantage).
- Ability to prepare complex reports and returns for Council and Government Authorities.

Desirable Criteria

- Class C Driver's licence with a safe driving record.
- Obtained or working toward Accredited CPA or CA qualification
- Knowledge of Synergy accounting software
- Knowledge of Record Keeping Software and Local Government document control.
- Experience in developing and managing a Long-Term Financial Plan

Performance Metrics and Success Criteria

Active participation in the quarterly Executive Leadership Team meetings to track and measure specific goals and outcomes related to this position.

Benefits:

- Improved Focus: The set time frame and clear goals help prioritise tasks and eliminate distractions.
- Motivation: The measurable timeline creates a sense of accomplishment.
- Adaptability: The quarterly reporting encourages frequent evaluation, allowing for flexibility and quick adjustments.





POSITION DESCRIPTION

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 <https://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
 <p>Personal attributes</p>	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 <p>Relationships</p>	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Advanced
 <p>Results</p>	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 <p>Resources</p>	Finance	Highly Advanced
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced

Acknowledgement of the Position Description

This Position Description reflects the position at the present time only and may be updated to suit the needs of the organisation from time to time. Please refer to your employment contract for reference.

Employee's Signature			
Name		Date	
Leader's Signature			
Name		Date	