

POSITION DESCRIPTION



POSITION TITLE:	Manager Financial Strategy
DEPARTMENT:	Corporate Services
POSITION HOLDER:	Vacant
REPORTS TO:	Director Corporate and Organisation Performance
TERM OF EMPLOYMENT:	Full Time
APPROVED BY:	Director Corporate and Organisation Performance
DATE:	August 2020
CLASSIFICATION:	Senior Management Contract

POSITION OBJECTIVE:

- Assist the Director to develop and manage the delivery of range of high quality financial control, monitoring and reporting services.
- Supervise the day-to-day operations of the Finance team to ensure that the finance functions of the organisation are performed effectively and comply with statutory requirements.

KEY RESPONSIBILITIES AND DUTIES:

- Preparation of the Annual Financial Statements in accordance within statutory timelines and Australian Accounting Standards.
- Coordinate, compile and prepare Council's budget, Budget reviews, Revenue and Rating Strategy and the Financial Plan.
- Produce accurate, relevant and timely monthly Council financial performance reports.
- Coordination of internal and external audit processes, including the implementation of audit recommendations.
- Coordinate and ensure all returns, acquittals, survey e.g. BAS, FBT Returns, Victorian Grant Commission, LGPRF are submitted within designated timeframes.
- Oversee Council's treasury function including daily bank reconciliations, twelve month rolling cash flow forecasts, investments and borrowings.
- Maintain fixed assets and asset register functions.
- Prepare correspondence and Council reports as requested by the Director.
- Ensure all month end procedures, including adjusting general ledger reconciliations are undertaken accurately and on time.
- Assist with the compliance of all financial statutory and government policy requirements for the organisation.

POSITION DESCRIPTION



- Liaise with other departments to assist in the timely and accurate provision of financial and strategic information for budgeting, statutory reporting and the provision of joint departmental reports and submissions to Council.
- Ensure the development and implementation of management accounting and budgeting procedures and methodologies across Council.
- Monitor and implement finance policies and procedures to ensure they are up to date and relevant.
- Undertake special projects as directed by the Director from initial concepts through to total implementation.
- Identify, initiate and implement appropriate contemporary technology and software solutions to enhance the efficiency and effectiveness of the financial systems and processes.
- In consultation with the Director, design, prepare and implement robust accounting reporting systems that allow for timely, informative and accurate reporting.
- Provide advice to members of the Finance team on suggested improvements to work practices.
- Assume the responsibilities and delegation as the Principal Accounting Officer
- Perform the role of Acting Director as and when required.

ORGANISATIONAL ENVIRONMENT:

Reports to:	Director Corporate Corporate and Organisation Performance
Supervises:	Senior Finance Officer, Revenue Officer, Graduate Accountants, Accounts Payable Officer, Payroll Officer and Procurement Assistant.
Internal Liaisons:	Council Staff, Budget Managers, Executive Management Team and Councillors.
External Liaisons:	Government Departments and Agencies, Council Auditors, Banks and Financial Institutions, Contractors/Consultants, Community groups and residents.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is responsible for the management of the Finance team and the development and interpretation of policy, as well as strategic goals and direction applicable to the Finance function, which has significant impacts on operations and financial sustainability.
- Freedom to act is governed by Council's strategic objectives, as defined within the Council Plan, Council policies and relevant legislation and standards. Consideration should be given to the effect on Council and the community, therefore decisions or actions and must be based on a full appreciation of legislative, regulatory, policy and risk considerations. Decisions and advice may have significant impact on the community and organisation.
- Authority to work independently during the absence of the Director to gather and transmit information to ensure the Senior Management Team is informed about ongoing issues.
- Delegated authority as contained in Council's register of delegations, in accordance with the *Local Government Act 2020* and other legislation as set out in the register.
- Ability to initiate, develop and implement new strategies, policies and procedures.

JUDGEMENT AND DECISION MAKING:

POSITION DESCRIPTION



- Works under limited supervision to the extent that guidance is not always available within the organisation, particularly when determining a matter where uncertainty or lack of precedent exists. It is expected external advice will be sought when required or instructed to obtain.
- Decisions and advice given by this position to the organisation and management team will most emanate from professional knowledge and regulatory guidance.
- The challenge for this position is based upon skill and knowledge and will often require the identification and analysis of a range of options before a recommendation can be made. The outcome of any decisions or actions taken may be intangible but are considered critical for the success of Council's financial management.
- Provides information with recommendations to the Director, Chief Executive Officer, executive, managers, supervisors, employees and internal and external contractors on financial matters.

SPECIALIST SKILLS AND KNOWLEDGE:

- Demonstrated proficient experience in developing organisational budgets, long-term financial plans, statutory and regulatory financial statements and other accounting functions.
- Sound knowledge of, and ability to apply, best practice processes for local government property valuations, rating systems and local government statutory reporting requirements.
- High-level computer skills in Microsoft Office suite.
- High levels of understanding of beyond financial impacts to the social, political, legal and overall economic context of proposed advice and decisions.
- High-level research, analytical and reporting skills.
- Advanced analysis and problem solving skills, attention to detail and a proactive approach to quickly identify problems and suggest improvements.

MANAGEMENT SKILLS:

- Ability to lead, develop and supervise staff with extensive experience to ensure business objectives are met and support is provided for the achievement of the Council Plan, and the strategic financial objectives and plans.
- Effective planning and organising skills to manage changing workload demand and competing priorities autonomously, legislated responsibilities as well as adhoc projects and demands
- Management of a range of highly qualified and skilled employees to achieve significant objects that affect the service levels, financial sustainability, culture and systems/business improvements of the organisation.
- Coordinate multi skilling initiatives to facilitate skill development and knowledge enhancement to members of the Finance team, including succession and long term staff strategies.
- Supervise, coach, mentor develop and motivate the Finance team to foster a high performing team environment, continuous improvement and career progression.

INTERPERSONAL SKILLS:

- High level of verbal and written communication skills to liaise, persuade, negotiate and convince internal and external stakeholders at all levels on matters affecting Council's financial management and sustainability.

POSITION DESCRIPTION



- Demonstrated interpersonal skills for negotiation with stakeholders, who may have competing interests, on sensitive issues, project priorities and persuading senior management and staff to approve policy and process changes.
- Proactive leadership skills to effectively lead, develop, coach, motivate and manage the Finance team.
- Respect for sensitivity and confidentiality of all matters handled.

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualification at degree level in Accounting, Commerce or Business supported by membership of a professional accounting body as CA or CPA
- Experience in a senior finance role (local government or asset accounting experience preferred but not essential) along with sound people leadership and management.
- Demonstrated experience interpreting and applying Australian Accounting Standards, Awards, Enterprise Agreements and legislation relating to the duties of this position.
- Sound knowledge of the provisions of the Local Government Act, taxation legislation, and other relevant acts/legislation in relation to carrying out the duties of this position.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.
- Adhere to Council's information communication and technology, and records management policies and processes at all time.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

POSITION DESCRIPTION



- Tertiary qualification at degree level in Accounting, Commerce or Business supported by membership of a professional accounting body as CA or CPA.
- Previous Local Government experience is desirable but not essential.
- Contemporary knowledge of Accounting Standards, Acts, Regulations, legislative and taxation law applicable to the Victorian local government environment.

Ability to manage, mentor and trains staff and positively contribute to team building.

- High level of communication, negotiation and interpersonal skills for liaising with internal and external stakeholders in a professional matter.
- Advanced analysis and problem solving skills, attention to detail and a proactive approach to quickly identify problems and suggest improvements.
- Ability to initiate, develop and implement new strategies, policies and procedures.
- Demonstrated ability to manage varied and conflicting demands to meet agreed standards and timelines.
- Current and satisfactory National Police Records Check
- Current Victorian Drive Licence.

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Director Corporate and Organisation Performance
Date

Agreed by:
Manager Financial Strategy
Date

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APPLICATION PROCESS AND CONDITIONS:

Please ensure that you follow the process for submitting an application, as failure to do so may result in it not being considered. Applicants should apply to applications@salcorp-hr.com.au and any telephone contact can be made to Christine Mileham, Recruitment Consultant (Sal Corp Pty Ltd) on **0409 380 385**. Please note: Only electronic applications to applications@salcorp-hr.com.au will be accepted.

- A. **To be considered**, applicants need to include the following details in their application:
- i. A covering letter which states why you are interested in the role and briefly addresses the relevant Key Selection Criteria experience, knowledge and qualifications required; and
 - ii. A current resume which includes personal contact details, educational achievements, experience and at least 2 referees.
- B. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia e.g. NZ Passport.
- C. Applicants should be prepared to attend a personal interview/s at their own cost. Additionally, applicants may be asked to undertake skills testing, cognitive ability, work sample, aptitude or psychometric tests (cost to potential employer).
- D. The personal information you have provided will be used to assess your applications for employment. You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made. In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position. Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. Formal reference checking as part of the selection process will not commence without your knowledge. Information provided may also be disclosed to authorities such as immigration, licensing, educational or other organisations where you have made a statement or indicated a qualification, license or endorsement that may need verification.
- E. Prior to commencement the successful applicant will be required to provide original copies of all qualifications, endorsements or licenses (or satisfactory proof of such), and a copy of all such qualifications etc. shall be made and kept on the employee's file.
- F. As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police, security and/or a medical examination with a doctor appointed by the organisation to determine their suitability and ability to carry out the inherent requirements of the position.
Note: Failure to disclose the information required or making false or misleading disclosures, may disqualify you from any Workers' compensation entitlements (section 82 Accident Compensation Act) or may breach the employment contract.
- G. Canvassing Councillors either directly or indirectly for employment will disqualify prospective applicants for positions with Council.
- H. Please contact **Christine Mileham on 0409 380 385** if you have any questions.