

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Financial Services Manager
Position Number	-
Department	Corporate & Community
Section/ Stream/ Unit	Financial Services
Classification	Contract of Employment – Senior Officer and Professional Employee
Remuneration	As per Schedule B of the Contract of Employment
Reports To	General Manager Corporate & Community

POSITION OBJECTIVES

The primary purpose of this position is to:

- Manage the financial planning and reporting functions for Council;
- Provide strategic advice to the Executive Management Team regarding Council's financial position and performance, including business strategies to improve Council's financial position and sustainability;
- Provide a comprehensive financial and management accounting service to all functional areas of Council, ensuring appropriate financial corporate policies, guidelines and procedures are maintained;
- Manage the finance team and its functions to ensure services are provided efficiently and effectively;
- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, Councillors, contractors and community members;
- Ensure that key responsibilities are carried out in an efficient and conscientious manner within set timeframes, deadlines and budget constraints;
- Foster a responsive and customer service orientated approach to service delivery; and
- Coordinate and implement practices that ensure Council complies with all statutory governance requirements as described in the Local Government Act 2009 and Local Government Regulation 2012 and other relevant legislation

POSITION REQUIREMENTS

a) Key Accountabilities

- Ensure that operational and regulatory requirements are met for Council's finance function in an efficient and timely manner;
- Prepare, manage and control Council's annual budget, including providing regular reports such as the Budget Review Statements;
- Prepare Council's annual financial statements in an efficient and timely manner;
- Contribute to Council's planning and reporting framework, as required;
- Manage Council's loans, investments and cash flow to maximise the revenue received on investments;
- Liaise and communicate with Council's Executive Management Team in relation to financial matters affecting Council;
- Provide information, advice and reports as required by the General Manager Corporate and Community Services;
- Drive improvements in both the long and short term financial performance and position;

- Provide a comprehensive financial and management accounting service to all functional areas of Council;
- Put in place strategies to ensure appropriate financial corporate policies, guidelines and procedures are maintained across the organisation;
- Oversee Council's procurement function;
- Support Council staff to apply for funding, including developing appropriate costings, budgets as well as assisting with acquittals and reporting requirements;
- Lead and manage the Finance team;
- Lead and manage the functions and delivery of services provided by the Finance team in line with the annual budget and operational plan;
- Monitor relevant legislation and policies to ensure Council's ongoing compliance; and
- Undertake other duties as directed that are within the employees skill, competence and training.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

b) Essential Requirements

- Demonstrated knowledge and experience in the successful delivery of a full range of financial management and accounting requirements as required in the management of a Local Government.
- Superior communication, consultative, interpersonal and negotiating skills (both verbal and written).
- Demonstrated ability to work collaboratively with the executive and management teams at strategic and operational levels.
- Ability to prepare well-developed reports for presentation to the General Manager Corporate and Community (General Manager), Chief Executive Officer and Council.
- Demonstrated initiative and ability to manage time and workload.
- Demonstrated high levels of personal integrity and ethics in contemporary management practice.
- Highly developed organisational and human resource management skills.
- Strong analytical and problem solving ability.
- Very High level of computer based systems skills including business related application software (i.e. Microsoft Office Suite and Council Corporate Business System)
- Demonstrated ability to conceive, deliver and manage operational planning processes.
- Proven track record in the pursuit of quality services including setting and meeting of high standards and a strong customer focus.
- Demonstrate a high level of commitment to the organisation and align their work values against the Council Code of Conduct.

c) Knowledge

- High standard local government administrative systems and processes
- Legislation and standards relevant to local government.
- Financial operations, management and strategy.
- Governance and risk management.
- Corporate and operational planning.
- Specialist knowledge of operational practices in relation to Council's Financial Management and Accounting Services and forward planning processes and requirements.

d) Qualifications and Experience

- Tertiary qualifications in accounting, finance or business management with extensive relevant experience plus post graduate qualifications or qualifications/experience.

- Demonstrated ability to lead a Section where multi-tasking is often required to achieve outcomes.
- Experience at management level or higher in a local government setting or other multi-functional organisational environment.
- Current 'C' class open driver's license

KEY RESPONSIBILITIES

The role is specifically accountable for:

Leadership:

- Creating the appropriate leadership environment for the Section by setting a personal example, and specifically for developing competencies in the Section's supervisory teams.
- Providing consistent and thoughtful leadership to the Section to enable the Section to excel in their activities and functions.
- Planning future needs or directions in a rapidly changing and complex environment and initiate, lead and manage change successfully.
- Creating a sense of success by taking on challenging tasks with confidence, and encouraging creativity and innovation.
- Active performance management of all staff within the Section by applying the Council's performance review processes and documentation.
- Assisting the General Manager in the realisation of the Department's strategic direction.
- Mentoring and providing constructive feedback on performance to the Section's supervisory teams to improve capability, promote growth and development and support succession planning.
- Conducting an annual review of overall performance and timely performance management, as required.
- Maintaining personal integrity and setting personal standards which reflect ongoing development professionally.
- Leading collaboratively with others and building positive relationships throughout the various levels of Council, both politically and operationally.
- Encouraging all employees of the Section to see themselves as members of a ONE TEAM organisation, albeit with many parts, all of which contribute valuably to the Council's Vision.
- Exercising strong interpersonal skills to engage and communicate effectively with Councillors, staff, Government representatives, business and industry and the general public.
- Managing and resolving issues of controversy and conflict with fairness, equity and professional judgment and making the hard decisions when required.
- Exercising skill in advocacy and diplomacy with a balance of tact and determination.
- Manage knowledge and build organisational capability.
- Interpret and convey complex information to different audiences using a range of mediums.

Strategy:

- Work collaboratively with the executive and management teams in the development and implementation of corporate strategy and participate as a team member of various working groups established to define strategic plans to guide the organisation.
- Review the Section's policies, process, metrics and culture and provide critical analysis and commentary of current trends to the CEO, General Managers, Councillors and Council.
- Coordinate strategic research and preparation of discussion and issues papers for Council.
- Provide a high standard of strategic technical advice in relation to Council's financial policies and service standards.
- Delivery strong political and business acumen.

Financial Sustainability:

- Effectively implement those aspects of the Council's long term financial strategy and annual budgets as relate to Council and the Section.
- Constantly seek efficiency in all aspects of the Section's resource utilisation, including the analysis of relevant costs and benefits for all new initiatives coming before the Council.
- Lead appropriate procurement processes to obtain goods, services, consultancy and advice at the level of delegated authority.
- Ensure that the Section's programs are regularly monitored for economy and efficiency and timely, relevant reporting provided.
- Maintain an organisational culture of continuous self-analysis and improvement in order to enhance Council's sustainability.
- Ensure that accurate estimates are prepared for future projects, in close liaison with other Departments as required and the General Manager making due allowance for escalation in costs over time.

Risk Management:

- In conjunction with the General Manager Corporate & Community, contribute to the Risk Management Framework and Strategies, ensuring that appropriate systems are in place to control all risk exposures and drive improvement in risk management practices for the Section.
- Manage Council's insurance program and provide timely advice as required.
- Assist in the co-ordination of the Business Continuity Plan and participate in the Business Continuity Team.
- Ensure documented risk assessments take place consistently for all new or renovation projects at the design stage for the Section.

Sectional Operations:

- Set and achieve objectives and goals, taking into account organisational and external constraints and opportunities.
- Making sound decisions on complex matters, having regard for all relevant risks, policies, objectives, budgets, corporate direction and stakeholder impact.
- Manage tasks within time constraints, setting priorities to achieve a broad range of outcomes with minimal direction.
- Ensure the development of procedures for routine tasks.
- Effectively manage administrative, technical, budgetary and corporate functions within the Section.
- Recommendations to the General Manager and management on matters related to projects programs or specific sectional matters.
- Assist with the forward planning of the Finance Stream's projects, in regard to estimating and timing of activities.
- Liaise with external authorities and consultants to gain the necessary approvals prior to the commencement of the Finance Stream's projects and ensure programs contained within the Operational Plan are available for delivery in a timely manner.
- Assist with the management of specific projects as determined by the General Manager.
- Attend to ratepayer, resident and customer queries in regard to this area of responsibility.
- Preparation and review of the financial elements of the annual Operational Plan and Annual Report, in conjunction with the General Manager and others.
- Develop processes for timely monitoring and reporting of the Section's performance against appropriate key performance indicators and industry benchmarks, including contribution to the compilation of the Council's Annual Report and other statutory Returns.
- Lead and direct governance strategies to improve probity, accountability and transparency, including systems to ensure the management of financial risk.

- Coordinate contractors relevant to the Section and monitor the Section's contractor performance in accordance with specifications and statutory and operational requirements.
- Inspire a spirit of teamwork that reflects enthusiasm to share and join with other Sections of the organisation in order to achieve desired organisational outcomes.
- Ensure the statutory compliance of the Section's functions.
- Provide operational and specialist advice to General Manager and internal and external parties at both strategic and economic levels.

Stakeholder Relationships and Consultation:

- Provide high level legislative and policy advice to the General Managers, CEO, Councillors and the Council.
- Build positive stakeholder relationship and demonstrate a proactive culture of communication and interaction both within and outside the organisation.
- Apply understanding of the political, social and legal environment and organizational context of Council to all initiatives and actions.

Delegations:

- The position may have administrative and legislative delegations including authority to act within established operational and budgetary guidelines and provision of relevant Acts, Regulations, Codes, Council policies, local laws and professional standards. Refer to Council's delegations register and your General Manager to confirm your delegations.

Workplace Health & Safety:

- Ensure safe working procedures and practices are undertaken in all activities in accordance with Council's Work Health and Safety policies and procedures.
- Awareness of and compliance with Council's Work Health and Safety Policies and Procedures.
- Safety of public, other workers and self is maintained when performing duties.