

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

In accordance with Council's corporate and operational plans, deliver optimal financial management, planning and operations, meeting legislative and audit requirements, and providing Council, staff and the community with appropriate financial information to support decision making.

KEY RESPONSIBILITIES

- Lead the Financial, Revenue and Procurement streams within the Financial Services Section
- Deliver through the commitment to excellence in the leadership of the Section:
 - optimum capability, accountability, transparency and probity of the Section.
 - quality professional advice to Council in policy and decision making, resulting in a strong and trusting relationship between all stakeholders
 - the achievement of efficient, effective and quality outcomes for the Section.
 - a professional service to customers and the community that is responsive to change and realises solutions through innovative approaches
 - a positive workplace culture that encourages and rewards excellence and supports continuous improvement
 - a culture of safety and practices compliant with the organisation's standards.
- Lead the implementation of the operational plan, budgets, policies and projects that fall within the Section's responsibility in a manner as to achieve high performance against expected outcomes.
- Work collaboratively with the General Manager and other members of the Executive Leadership Team to ensure the successful integration of strategic and operational planning and engender a spirit of cooperation and mutual support between operational areas in the pursuit of service excellence.
- Lead the preparation, management and control of Council's annual budget, annual financial statements, and related financial functions including relevant operational and regulatory requirements and reporting.
- Drive improvements in short- and long-term financial sustainability.
- Deliver a robust and responsive strategic procurement framework which supports the efficient and effective delivery of services by Council.
- Drive change management and governance practices across the organisation as part of the leadership team and leader of your section.
- Project management of internal and external projects in line with Council's Project Management Framework.

POSITION REQUIREMENTS

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- Demonstrated commitment to the importance of timeliness in financial reporting delivery.
- Demonstrated knowledge of the accounting standards issued by the Australian Accounting Standards board.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level project management skills.
- High level of computer based systems skills, including business related application software.
- Demonstrated ability to conceive and manage operational planning processes, with a proven track record in the pursuit of quality services, including setting and meeting of high standards with a strong customer focus.

- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of projects and lead innovation and change.
- High level knowledge of Local Government legislation, standards, systems and processes, (desirable).
- High level knowledge of financial, governance and risk management.
- High level knowledge of information, communication and technology systems relevant to the Section.
- Demonstrated ability to lead a multi-faceted Section.
- At least 5 years practical experience in a similar role, preferably in a local government environment.
- Capacity to operate effectively in a political environment.

Qualifications, Training and Licences

- Tertiary qualifications in a discipline relevant to the position.
- Other qualifications in management (desirable).
- Current unrestricted "C" Class drivers' licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).
- Commitment to maintain contemporary skills and knowledge.
Professional designation of CPA or CA (desirable).

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.