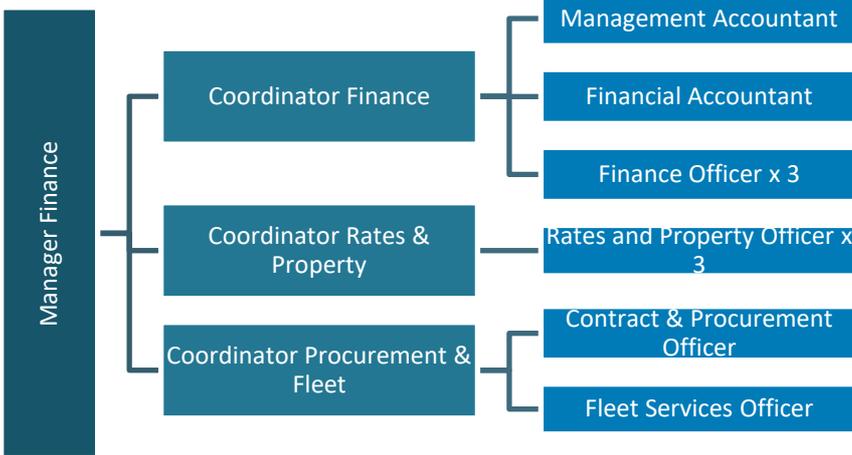


MANAGER FINANCE

Position No.	1014
Classification	Senior Executive Officer
Directorate	Corporate Services
Department	Finance
Department Context	<p>The Finance department exists to provide the day to day financial functions of Council: including financial and management accounting, revenue management including rates, procurement and contracting advice and support and the management of the light and heavy fleet. The department performs a critical role in financial reporting to management, preparing and reporting on the annual budget, meeting audit and compliance obligations and the development and implementation of the Financial Plan.</p>  <pre> graph LR MF[Manager Finance] --- CF[Coordinator Finance] MF --- CRP[Coordinator Rates & Property] MF --- CPF[Coordinator Procurement & Fleet] CF --- MA[Management Accountant] CF --- FA[Financial Accountant] CF --- FO3[Finance Officer x 3] CRP --- RPO3[Rates and Property Officer x 3] CPF --- CPO[Contract & Procurement Officer] CPF --- FSO[Fleet Services Officer] </pre>
Position Purpose	<p>The Manager Finance leads the delivery of best practice revenue, accounting and finance services, procurement and fleet management through the effective and efficient management of human, financial and physical resources. Ensures service delivery is supported by a strategic framework that achieves Council’s vision and other higher order strategic documents. Responsible for managing the financial planning and budgeting requirements for Council and ensuring that statutory financial reporting obligations and requirements are met.</p>

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes

Excellence

We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Financial Management

- Lead and manage the various functions of the department.
- Provide and present monthly financial report to the Senior Leadership Team and quarterly financial reports to Council and Council's Audit and Risk Committee within set timeframes.
- Monitor developments in accounting and costing practice to ensure that Council uses the most appropriate business reporting practices.
- Prepare Council's annual budget and annual financial statements for adoption in accordance with the requirements of Local Government Act and Australian Accounting Standards. Liaise with Council's Auditors and achieve a satisfactory audit outcome.
- Prepare financial models for consideration in Council's Financial Plan and assist the Director with the development of the Financial Plan.
- Manage the Treasury Management function.
- Ensure receipt of all government grants and that Council complies with the audit requirements of Government Departments including lodgement of various statutory returns.
- Maximise return from Investments and manage Council's Loan Portfolio including recommendations regarding borrowings where appropriate.

Accounting Services

- Ensure that Council has in place effective financial management and reporting systems that produce quality annual and long-term budgets and financial statements.
- Review of Council's Revenue and Rating Strategy and related policies as required.
- Ensure that Council's rating, billing and collection systems efficiently and effectively collect the revenue entitled to Council in accordance with legislation and Council's policies.
- Annual review of Council's Accounting and related policies and ensuring Council's adopted strategies are implemented on time, including regular progress reporting.
- Support Council's Audit and Risk Committee and Internal Audit program.
- Provide accounting and budgeting advice to staff, Management and Council.
- Oversee the management of appropriate taxation compliance systems and processes including Fringe Benefits Tax, Tax Payments Annual Report and GST.
- Ensure the prompt recording, treatment, registering and depreciation of all assets including review and implementation of associated policies and processes.
- Control, monitor and report on works in progress and expenditure against budget. Keep the Director informed of status of emerging issues.
- Ensure systems and processes to support prompt and accurate payment of suppliers in accordance with service and contracted requirements and established accounting principles.

Procurement and Fleet

- Oversee the Procurement function of Council, including the advice and support for contracts and tenders.

- Ensure procurement occurs within Council's requirements and achieving value for money.
- Oversee the management of Council's light and heavy fleet and plant, including the management of an appropriate Fleet Management Framework for all plant types.

Departmental and Organisational Leadership

- Periodically review the structure of the Finance Department to ensure that the structure is efficient, effective and conducive to achieving the Council's objectives.
- Aligning personal and Department work and behaviours with the Council Vision and Values.
- Provide leadership to staff within the Department that builds a culture of empowerment, accountability and excellence to act in accordance with Council's Policies.
- Build strong internal networks and relationships and contribute to the broader management direction of the organisation.
- Develop new networks both within and outside the sector in order to further Council's business interests and identify best practice management techniques and technologies.
- Attending meetings as directed including departmental, organisational, Council and Committee meetings.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training.
- Undertaking key emergency management role as delegated.

General responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Council's Corporate Values.
- Contribute to the development of the Department's/Teams objectives, as well as the goals of Council.
- Embrace Council's commitment to providing a safe and healthy work environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and contribute to continuous improvement to improve the quality and efficiency of the customer experience.
- Maintain confidentiality in all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain skills, compliance and currency of knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Advanced
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Advanced
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Advanced
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Advanced
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Advanced
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Advanced
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Advanced
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Advanced
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Advanced
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Advanced

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<ul style="list-style-type: none"> • Effectively implementing relevant work programs and performance of all duties and responsibilities as outlined in this PD. • The effective management of Finance activities for Council. • The achievement of agreed, specific performance objectives for the position. • Authority to act as delegated and within Legislation, Council Policies and Key Responsibility Areas. • Wide scope to use analytical and investigative skills.
Judgement and Decision Making	<ul style="list-style-type: none"> • Operates in a specialised environment and receives little day to day guidance and therefore must have the ability to exercise judgement and make decisions on all matters which are within the responsibility of the position provide those decisions are within delegate authority, legislative requirements, established policy or recognised standards. • Ability to recognise problems, determine appropriate options and use initiative to identify and implement creative solutions. • Interpretation and implementation of policies, procedures and legislation as required.
Specialist Skills & Knowledge	<ul style="list-style-type: none"> • Proficiency in the application of theoretical approaches in the search for solutions to new problems and opportunities which are outside the original field of specialisation. • Extensive knowledge of the Australian Accounting Standard, accounting theory and practice. • Ability to design and prepare quality financial reports. • Ability to apply project management and contract management principles. • Well-developed analytical and numeracy skills. • An understanding of the long term goals of Council, Council's values and aspirations and the legal, socio-economic and political context of Council.
Management Skills	<ul style="list-style-type: none"> • Skills in managing time, setting priorities, planning and organising one's own work. • Skilled in contract, project and change management. • Understanding of and ability to implement personnel practices including equal employment opportunity an occupational health and safety. • Proven leadership qualities, enabling the appointee to further develop and maintain a team of motivated employees and build a high performing culture. • Ability to: <ul style="list-style-type: none"> ○ supervise and effectively lead, manage and motivate ○ exercise initiative, innovation and creativity in the position ○ think strategically and develop strategic plans ○ achieve objectives within a prescribed timetable ○ be flexible in work methods to adopt a change management focus ○ accommodate peak workloads.
Interpersonal Skills	<ul style="list-style-type: none"> • Highly developed oral and written communication skills and the ability to persuade, convince and negotiate with other employees, members of the

public and persons in other organisations in the pursuit and achievement of objectives.

- Lead, motivate and develop staff.
- Ensure the provision of excellent customer service by the Finance Department.

Qualifications & Experience

- Membership of a recognised accounting body, preferably CPA Australia or Chartered Accountants Australia and New Zealand.
- Tertiary qualifications in Commerce, Accounting or Business.
- Significant experience in accounting and financial management at an advanced level.
- Experience in Local Government, or equivalent organisation, will be an advantage.

KEY SELECTION CRITERIA

- Relevant tertiary qualifications and membership of a recognised accounting body, preferably CPA Australia or Chartered Accountants Australia and New Zealand.
- Extensive financial accounting experience – preferably in Local Government.
- Proven experience in preparation of budgets, forecasts, financial reports and funding acquittals.
- Demonstrated ability to analyse and interpret financial information, determine trends and effectively manage Council's resources through the development and implementation of the Financial Plan in conjunction with budgetary controls.
- Technical knowledge of and ability to apply legislation and standards applicable to this position including Australian Accounting Standards, GST, Financial Plan and Local Government compliance and reporting standards.
- Demonstrated written and verbal communication skills and the ability to deliver financial advice and lead conversations about budget development and financial results.
- Highly developed people management, leadership and teamwork skills, with demonstrated experience in leading diverse teams.

Other Requirements

- Maintain a satisfactory National Criminal History.

APPROVAL

Approved By (Department): Corporate Services

Reviewed By (P&C): Manager People & Performance

Date: March 2023

Employee Acceptance: Accepted via onboarding portal