



POSITION DESCRIPTION

Position Title	Manager – Finance
Position Code	1160
Business Unit	Finance
Work Group	Corporate Services
Position Classification	Senior Executive Officer (SEO)
Effective Date	May 2022

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1. Ensure Council's operations and services are financially sustainable.
- 1.2. Ensure adequate controls are in place to safeguard Council's financial assets.
- 1.3. Lead the continuous operational improvement and cultural effectiveness of the finance business unit.

2. Working Relationships

Reports to	Director Corporate Services
Supervises	Financial Controller Revenue & Rates Coordinator Procurement Specialist

3. Key Responsibilities

3.1 Financial Management

- 3.1.1. Maintain a 10 Year Financial Plan that supports the sustainable long-term planning and delivery of council's services and capital works delivery.
- 3.1.2. Monitor Council's operations and financial performance and report to Council and CMT on improvement options and financial strategies both short and long term.
- 3.1.3. Prepare reports and develop policies, procedures and practices that will improve the financial management and control of Council operations to approved budgets, and that will ensure the 10 Year Financial Plan is embedded, maintained and adhered to within the organisation.
- 3.1.4. Liaise with operational managers and key staff to ensure that financial issues are promptly identified and, where appropriate, resolved.

3.2 Budgets

- 3.2.1. Co-ordinate and develop Council's budgets.

3.3 Financial Control

- 3.3.1. Develop, maintain and implement internal control procedures so as to exercise sound control over Council's financial assets.
- 3.3.2. Oversee the effective administration of Council's property and revenue systems, processes and statutory obligations.

3.4 Annual Reports

- 3.4.1. Ensure all financial reports, relevant schedules and supporting working papers are completed according to Council policy, legislative requirements and accounting standards.
- 3.4.2. Co-ordinate audit activities including liaison with external auditor and Council's Audit Advisory Committee.

3.5 Investments/Cash Flow

- 3.5.1. Track, forecast and optimise Council's cash flows to ensure sufficient funds for operations and prudent management of investments.

3.6 Business Partnering & Support

- 3.6.1. Lead the Finance team to provide good customer service and sound financial advice to internal customers.
- 3.6.2. Provide leadership to the Procurement Specialist, overseeing the development, embedding and compliance to Council's procurement policies and procedures, and the generation of commercial benefits through the implementation of category management and preferred supplier strategies.
- 3.6.3. Oversee the provision of financial advice and calculations to the payroll function to ensure taxation, superannuation and other finance related aspects of employee payments, benefits and entitlements meet accounting, legal and Council pay requirements. Supervise the provision of integrity checking and final payroll approval for the regular payroll run.

3.7 Continuous Improvement

- 3.7.1. Lead and empower continuous improvement of both the Finance function itself, and the knowledge, confidence and quality of financial management across the broader organisation.
- 3.7.2. Lead and coordinate the preparation, implementation and embedding of the finance-related modules and interdependencies (e.g., Assets) of Council's ICT Strategy.
- 3.7.3. Collaborate with other key internal subject matter experts to streamline / integrate core finance processes (e.g., 10 Year Financial Plan, Budget processes) with Council's Project Management Framework.
- 3.7.4. Ensure knowledge management and appropriate documentation of Finance's systems and processes.
- 3.7.5. Coordinate the development of contemporary onboarding and upskilling training for your team and the broader organisation, to ensure strong financial ownership and accountability.

3.8 Leadership

- 3.8.1. Manage, coach and develop the Finance team, in accordance with performance objectives, skills acquisition and personal development plans.
- 3.8.2. Build resilience and cross-skilling within the Finance team to ensure continuity of a robust Finance service.

4. Core Physical Requirements

- 4.1. Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.2. Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.3. Capacity to walk up and down stairs regularly.
- 4.4. Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

- 5.1. Responsibility and authority for developing and implementing appropriate financial reporting and control systems in respect of all areas of Council's operations.
- 5.2. Responsible for the overall efficiency and effectiveness of the staff of the Finance Unit.
- 5.3. Authority to meet all accountability of the position within policy and delegations, statutory obligations and budget.

6. Judgement and Decision Making

- 6.1. The position requires a considerable degree of problem solving and input into financial policy formulation in respect of both specific and organisational issues and financial management.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1. A high level of technical expertise (both practical and theoretical) in accounting and financial matters.
- 7.1.2. A thorough knowledge of the implications of financial matters in an organisational context (both financial and operational).
- 7.1.3. Demonstrated understanding of the long-term goals of the organisation and its customer service values and aspirations.
- 7.1.4. Ability to produce reports and make presentations as required to Council, Corporate Management Team, other staff and forums.

7.2 Management Skills

- 7.2.1. Ability to manage and coordinate a staff with a considerable range of skills, abilities and experience. Effective management is required to meet constant time constraints and the need to provide specialist advise to all areas.
- 7.2.2. Ability to provide on-the-job training for staff in the Finance Unit.

7.3 Interpersonal Skills

- 7.3.1. Ability to demonstrate a high level of interpersonal skills and be able to discuss, negotiate and resolve issues with all levels of staff, Councillors, government agencies etc.
- 7.3.2. Ability to provide leadership to the Finance team and in a broader organisational context.
- 7.3.3. Ability to promote the principles of financial management across the organisation.

8. Qualifications and Experience

- 8.1. Extensive experience in managing a Finance Unit in a local government authority or in the private sector.
- 8.2. Qualification at a tertiary level that would enable membership of the Australian Society of Certified Practising Accountants (ASCPA), the Institute of Chartered Accountants (ICAA) or alternatively hold an appropriate tertiary qualification.
- 8.3. A thorough understanding of digital systems and the applications that may be applied relating to financial management and reporting.
- 8.4. Additional studies in local government and/or experience in local government finance would be highly desirable.

9. Key Selection Criteria

- 9.1. Ability to provide leadership to the Finance team and in a broader organisational context.
- 9.2. Tertiary level qualifications to enable membership of the Australian Society of Certified Practising Accountants (ASCPA), the Institute of Chartered Accountants (ICAA) or alternatively hold an appropriate tertiary qualification.
- 9.3. A high level of technical expertise (both practical and theoretical) in accounting and financial matters.
- 9.4. Demonstrated ability to manage and coordinate staff with a considerable range of skills, abilities and experience. Effective management is required to meet constant time constraints and the need to provide specialist advice to all Corporate areas.
- 9.5. A thorough understanding of digital systems and the applications that may be applied relating to financial management and reporting.

Authorised by: Director – Corporate Services

Date: 12/5/22

Employee's Signature:

Date:
