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# Manager Financial Services

Position description

December 2019

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Northern Grampians Shire Council  
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## CONTACT US

-  [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)
-  [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

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-  [facebook.com/ngshire](https://facebook.com/ngshire)
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-  [@northerngrampiansshire](https://www.instagram.com/northerngrampiansshire)
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## Position description

<b>Position title</b>	Manager Financial Services
<b>Classification</b>	SEO
<b>Department</b>	Corporate Services

## Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or out in the community. Our aim is to always be **innovative** and **engagiNG** for our community.

## Position objectives

This position is responsible for the management of Council's financial services function in line with Council's goals, policies and programs.

## Key responsibility areas

- Ensure the timely and accurate compilation of Council's annual budgets and strategic financial plans including:
  - develop and manage an efficient budget process;
  - assist other staff members with the development and preparation of budget proposals;
  - ensure the budget is consistent with organisational strategies;
  - prepare budget documents for Council approval by set deadlines; and
  - ensure financial plans and budgets are linked to the Council Plan.
- Develop and apply control procedures which will protect the integrity of Council's financial systems including:
  - ensure the reliability of Council's financial information systems;
  - adhere strictly to the relevant provisions of the Local Government Act, Local Government Regulations, Australian Accounting Standards;
  - prepare regular, accurate and timely financial reports to Council and staff to ensure that Council's financial goals and obligations are met;
  - ensure all financial and other records are prepared and kept in such a manner as to pass the most stringent audits.
- Ensure that the Victorian Grants Commission annual return, annual financial statements and all necessary business plans are prepared and submitted on time.
- Facilitate audits of Council's annual financial statements and other audits as required.
- Fulfill the duties and responsibilities as required by the financial provisions of the *Local Government Act 1989*.
- Develop, implement and maintain management practices which will:
  - ensure the complete and accurate recording of all Council's assets in a comprehensive assets register;
  - recognise the cost of acquiring and maintaining assets and ensuring that these costs are taken into account in Council's budgets and associated costings;
  - assist Council in making decisions on the acquisition and disposal of assets.
- Ensure that Council's financial systems are efficiently and effectively managed including:
  - rates and property;
  - accounts payable;
  - purchasing
  - accounts receivable
- Manage Council's investments in order to maximise returns and ensure necessary cash resources are available as required, and in particular:
  - ensure investments are conducted in a way consistent with Council's Investment policy;
  - ensure that all investments are regularly reconciled to the general ledger.

- Model Council values and be an integral member of the financial services team including participating in team projects, process mapping and review, and proactively responding to customer requests.
- Ensure Council's Service Standards are met, customers requests are handled efficiently in a knowledgeable, confidential and timely manner ensuring delivery is responsive, first point issue resolution and customer centric
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

## Corporate responsibilities

Individual Managers/Supervisors/Team Leaders will:

- provide a safe and healthy work environment, in accordance with the *Occupational Health and Safety Act 2004*, its amendments, Regulations and related Codes of Practice and Australian Standards
- understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction
- commit to consulting and keeping relevant staff informed
- contribute to the analysis of all potential and significant loss incidents within their jurisdiction as described within Annexure C of the Risk Management Strategy
- contribute to the development of the Council's Business Continuity Planning program
- develop agreed and measurable risk success measures in conjunction with staff, to support Management Plan objectives and as part of the EBA and annual review process
- assist staff in the identification, evaluation and mitigation of risks associated with their success measures
- enter all risks within their jurisdiction onto the Council's Risk Register and manage them
- contribute to the development and implementation of Risk Treatment Options
- develop or amend appropriate Council policies and procedures to address risks
- keep staff appropriately informed of all changes relating to registered risks
- advise of any risk issues within their jurisdiction that should be incorporated in forthcoming budgets and those that impact organisationally
- ensure that the induction process for all new employees in their area includes:
  - the Council's Risk Management Policy and Strategy
  - an overview of the Council's cascading plans and their contribution to the relevant objectives at each planning level
- provide timely assistance and requested information in relation to any insurance claim or Risk Management issue
- ensure that the Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor
- promote Risk Management as a vital business principle
- develop Job Safety & Environmental Analysis/SWM for various activities and encourage the specific use of organisationally developed JSEA's
- support staff attendance at risk management training.

## Organisational relationship

Reports to	Director Corporate Services
Manages	Financial services employees
External relationships	Auditors, Banks, External Contractors, General Public, Customers, Government departments and agencies
Internal relationships	All Council employees

## Accountability and extent of authority

The Manager Financial Services is accountable for:

- the efficient and effective management of the Financial Services department to meet the needs of the Council and the community.

- management of the services and activities of the department in accordance with all relevant legislation and industry best practice.
- preparation of business plans, service plans, performance development plans and performance indicators for the department that are consistent with Council's organisational planning framework.
- departmental achievement of the objectives of the Council Plan.
- provision of high level of advice to the organisation and Council in relation to departmental responsibilities.
- strong relationships and management support within the department and in other key areas of the organisation.
- development, management and monitoring of the Department's budget.

The Manager Financial Services has the authority to:

- make and implement independent decisions on the day-to-day operation of the team
- develop, support and implement strategies, policies and procedures
- freedom to provide specialist advice subject to professional and regulatory review
- undertake delegated authority in accordance with Council policy

### **Judgement and decision making**

- Sound decision-making skills including a pragmatic approach to problem solving and managing conflicting priorities
- Capable of exercising a high degree of autonomy in program development, having regard to policies, objectives and budgets.
- Ability to translate corporate goals and objectives into practical outcomes.
- Ability to recognise and analyse safety and risk issues at Council service facilities and to take appropriate measures.

### **Specialist skills and knowledge**

- Highly developed accounting and financial management skills (to tertiary level) and demonstrated application of those skills.
- Capacity to deal with, the day-to-day operation of this department, working with the organisation and community.
- Ability to operate in a broad organisational framework, participating in the development and application of long-term goals and values.
- Highly developed computer literacy skills including spreadsheets and database applications
- Extensive knowledge of the current legislative environment as it applies to the responsibilities of the position.
- Overall knowledge and appreciation of current issues and State and Government Policy.
- Proven ability to establish and maintain relationships in diverse sectors of the community.

### **Management skills**

- Ability to see the wider strategic perspective.
- Ability to manage time and prioritise plans and goals.
- Highly developed organising and planning skills.
- Ability to set, monitor and achieve goals for self and others, including the financial services department and, where applicable, the organisation generally, taking into account organisational and external constraints and opportunities.
- Ability to identify and put in place improved management systems and practices.
- Understanding of performance appraisal and Staff Development Programs.
- Demonstrated ability to lead a team of professionals to provide effective and efficient performance in achieving Council's objectives.
- Awareness of and commitment to Occupational Health and Safety (OHS) and Equal Employment Opportunity (EEO) principles.
- Ability to perform in a strategic management role and to ensure appropriate service delivery consistent with corporate objectives and the service expectation of customers.

## **Interpersonal skills**

- Highly developed interpersonal skills evidenced by an ability to maintain effective relationships with Council, the community, management and staff.
- Well developed skills for making positive contributions to management meetings and other key forums.
- Ability to analyse and solve problems, both within and outside the organisation and immediate field of expertise.
- Well developed skills in negotiation and presentation of persuasive and convincing proposals, to both internal and external contacts.
- Ability to lead, motivate and develop staff.
- Excellent verbal and written communication skills (including effective listening and clear interpretation).
- Commitment to working in a team environment.
- Ability to communicate sensitively and appropriately with, and understand the needs of, people from a diverse range of socioeconomic and ethnic backgrounds.

## **Qualifications and experience**

- Tertiary qualification in Accounting, Business, Management or a related discipline is mandatory.
- Extensive experience in both accounting and management at a senior level.
- Strong background in financial planning, budget preparation and monitoring, financial statement preparation, keeping of accounting records and asset identification.
- Substantial experience in transforming and enhancing the performance of teams and services with an emphasis on value for money and a strong customer focus.
- Extensive experience in building productive partnerships and relationships with stakeholders to achieve organisational outcomes.
- Experience in Local Government is desirable.

## **Selection criteria**

1. Relevant qualifications and experience as listed above.
2. Strong background in financial planning, budget preparation and monitoring, financial statement preparation, keeping of accounting records and asset identification.
3. Extensive experience in building productive partnerships and relationships with stakeholders to achieve organisational outcomes.
4. Proven ability to work cooperatively and positively as a member of Council's key personnel team.
5. Demonstrated ability to provide effective leadership for a multidisciplinary team.

## **Conditions of employment**

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

**Tenure** - Temporary Full time Contract (Maternity Leave). This is a maximum term position until February 2020.

**Qualifying Period** - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

**Employee's signature**

[acceptance\_status]

[acceptance\_date]

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[candidate\_name]