

Position Description

Position title:	Manager Finance
Work location:	Newcastle NSW
Classification/Grade/Band:	Senior Staff Contract
Reports to:	Director of Governance
Direct reports:	4
Indirect reports:	Approximately 40 staff members
Budget responsibilities:	\$14m expenditure including of corporate provisioning of \$8m and service delivery of \$6m
Level of authority:	This position holds delegations at a Senior Leadership level 3.
Date revised:	March 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What is the focus of this position?

As a senior member of the Leadership Team and a key adviser to the Executive Leadership Team and Chief Financial Officer, the focus of this position is to provide accurate finance, accounting, rating, revenue and supply (purchasing and procurement) advice, analysis, reporting, compliance to support CN to continue to be a financially sustainable organisation.

The position requires a high level of integrity and strong leadership to ensure collaborative financial management, good governance and customer service which supports the delivery of CN's Community Strategic Plan, Operational Plan and Long-Term Financial Plan.

This position leads the Finance Service Unit, including the Corporate Finance, Business Partnering, Rates and Debt Management and Supply (Purchasing and Procurement) functions.

What you will be doing:

- Lead the Finance Service Unit and model authentic leadership through CN's values. Work collaboratively across the organisation to deliver a whole of organisation approach to financial governance.
- Lead and manage financial and budgetary planning, financial controls, financial governance and reporting for CN including regular income, expenditure and cash flow trend analysis.
- Lead and manage the completion of CN's annual financial statements and external audit, including relationships with CN's financial auditors and the Audit Office of NSW.
- As a member of CN's Expenditure Review Committee, advise on gateway approvals for the Capital Works Program, Non-Capital Works Projects, Service Unit Operational Budgets, Proposed Fees and Charges, and Service Unit Quarterly Budget Review requests.
- Undertake a deputy CFO role across the organisation including ensuring high quality business partnering with Service Units and providing proactive strategic financial advice to the Director / CFO and Executive.
- Ensure compliance with CN's financial obligations under the Local Government Act, related regulations, Accounting Standards and Code of Accounting Practice, including responses to internal audit actions relating to the Finance Service Unit.
- Ensure the provision of accurate and timely, financial advice, information and reporting to the Director Governance / Chief Financial Officer, Executive Leadership Team, CEO and Council to assist with good decision making.
- Drive solid fiscal management across CN, including budget accountability, financial reporting and an evidenced based evaluation of business cases and their associated financial impacts.
- Support the development of the long-term financial plan and ensure integration with other Resource Plans delivered under the Integrated Planning & Reporting framework.
- Embed the financial governance framework to a best practice level, including working with Service Units to align project planning, budgeting and reporting with key financial governance requirements.
- Manage financial systems and processes which support the financial governance framework and foster continuous improvement in all areas of policy development, operations and service delivery.
- Lead the rates and debt recovery and supply (purchasing and procurement) functions, including the provision of customer service to a high standard.
- Supporting and advising the Director Governance / CFO in a high-profile political environment.
- Embedding financial governance across the organisation to ensure effective operational and long-term financial planning to a standard in keeping with CN's risk tolerance.
- Ensuring capabilities and resourcing within the Finance Service Unit align with corporate priorities.
- Any other accountabilities or duties as required by the Director Governance / CFO or Chief Executive Officer which are within the employee's skills and / or competence.

The essentials you'll need:

- Relevant tertiary qualifications and current membership with an accredited professional accounting body such as Institute of Chartered Accountants, Institute of Public Accountants or CPA Australia.
- Demonstrated ability and experience in providing high quality and accurate financial advice, analysis, compliance and reporting including contemporary budget development and performance analysis in a large and diverse organisation.
- Demonstrated capacity to provide specialist accounting recommendations and financial analysis to drive improvements in operational processes supporting business outcomes.
- Excellent organisational skills with demonstrated ability to formulate, implement and achieve organisational objectives in a cost-effective and efficient manner.
- Proven leadership skills and the ability to motivate and collaborate with all levels of staff to deliver outcomes and foster a culture which supports teamwork, innovation and achievement of objectives.
- Demonstrated high level communication skills, both verbal and written, including capacity to provide concise and accurate written commentary and interpretation of complex financial data to diverse internal stakeholders.
- Commitment to change management and an ability to manage associated employment related issues within the service unit.
- Demonstrated ability to apply financial expertise in budgetary planning, assessment of appropriate financial controls and organisational financial governance.
- Demonstrated ability to adhere to an appropriate and effective set of core values and act in line with those values.
- Be willing to work at any location with flexible hours within the Newcastle Local Government Area subject to organisational requirements.
- Agree to act within the requirements of CN's policies and applicable legislation including CN's Code of Conduct, the Local Government Act, Equal Employment Opportunity and Anti-Discrimination Act.
- Abide by CN's WHS policies, procedures and safety instructions; wear the protective clothing and equipment when provided; and maintain all necessary licenses/professional/trade memberships associated with the work you will be undertaking to ensure your own health and safety and that of others within the workplace.
- Be mindful and report all instances of environmental harm, which may be caused or discovered undertaking your role.
- Possess or be willing to obtain a current Working with Children Check, if required.
- Agree to CN having the flexibility, at its discretion, to amend the duties and responsibilities of the position to meet its operational requirements or service delivery obligations provided that the position utilises the employee's skills and experience and the employee's level of remuneration is maintained.

Other valuable skills you may have:

- Thorough understanding of the legislative and reporting requirements of Local Government in NSW or capacity to rapidly acquire this knowledge.
- Knowledge of the Newcastle Local Government Area), the city and the opportunities and challenges facing Newcastle.

Key internal relationships:

Who	Why
Chief Executive Officer	Provides financial advice, analysis and reporting to the CEO
Director Governance / Chief Financial Officer	Supports and advises the Director / CFO in the provision of organisational financial performance
Executive Leadership Team	Provides financial advice, analysis and reporting to the Executive Leadership Team
Expenditure Review Committee	Member of CN's most critical gateway process, assessing and recommending business cases to the Executive Leadership Team for approval.
Leadership Team	As a senior leader, actively participates in strategic discussions for the organisation.
Management	Communicates effectively to ensure Finance's structure and performance aligns to CN's strategic objectives.
Employees	Leads, motivates and develops employees within the Finance Service Unit
Council	Provides financial reporting to the elected Council for decision making

Key external relationships:

Who	Why
Industry Bodies	Maintains professional relationships with corporate foundations, sponsors and professional industries.
Financial Institutions	Supports the Director/ CFO in managing CN's relationship with any financial institutions
External Auditors	Leads relationships and reporting with CN's Financial Auditors and the Audit Office of NSW.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://capability.lgnsw.org.au/>

Following are the full list of capabilities and relevant skill levels required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Create and Innovate	Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Highly Advanced
	Assets and Tools	Highly Advanced
	Technology and Information	Highly Advanced
	Procurement and Contracts	Highly Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Highly Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced