
Manager Financial Services



Position description

July 2021







Northern Grampians Shire Council
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Position description

Position title	Manager Financial Services
Classification	SEO
Department	Corporate Services
Establishment Number	CSFS01

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft 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 in other locations.

Position objectives

This position is responsible for the management of Council's financial services function through ensuring financial plans and budgets support integrated strategic planning and reporting frameworks and meet the financial provisions of the *Local Government Act*.

Key responsibility areas

- Strategically develop and apply control procedures to protect the integrity of Council's financial systems.
- Lead systems and process reform within the financial services team and broader organisation.
- Manage timely submission of Victorian Grants Commission annual return, annual financial statements and all necessary business plans.
- Facilitate audits of Council's annual financial statements and other audits, as required.
- Oversee asset management practices to ensure compliance with Accounting Standards, Local Government Regulations, and Council policies and procedures.
- Manage Council's investments to maximise returns and ensure necessary cash resources are available as required consistent with Council's Investment policy.
- 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.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Director Corporate Services
Manages	Rates & Revenue Coordinator (including Customer Service), Coordinator Financial Sustainability (including Procurement), Asset Accountant
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 strategic plan.
- 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 analyse and solve problems, both within and outside the organisation and immediate field of expertise.
- 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 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 lead strategic continuous improvement in financial management systems and practices.
- Demonstrated ability to lead a team of professionals to provide effective and efficient performance in achieving Council's objectives.
- Ability to perform in a strategic management role and 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 in negotiation and presentation of persuasive and convincing proposals, to both internal and external stakeholders.
- Ability to lead, motivate and develop staff.
- Excellent verbal and written communication skills (including effective listening and clear interpretation).
- Sound knowledge of and 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 and extensive experience in senior-level accounting and management.
- 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. Tertiary qualification in Accounting, Business, Management or a related discipline and extensive experience in senior-level accounting and management.
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. Substantial experience leading systems and process reform within the financial services team and broader organisation.
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.

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]

[candidate_name]