



POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER

Department:	Corporate Services
Reports to:	Director Corporate and Community Services
Supervises:	4 Finance staff
Indirectly Supervisors:	13
Location:	Coolah
Grade:	21
Salary Range:	\$1,906.50- \$2,175.65 per 35 hour week

PURPOSE OF POSITION

To manage the financial planning and external financial reporting of Council's operations and the development and implementation of its revenue policy

Provide financial management support to all Council business units, including financial planning and performance analysis to assist the Council to effectively and efficiently record and manage its human, physical and financial resources.

ESSENTIAL SELECTION CRITERIA

- Degree qualified with either CPA or ACA accreditation;
- Minimum of 5 years post-qualification experience in:
 - The management and control of financial accounting systems;
 - Experience in financial planning, particularly longer-term planning, including the use of models;
 - Working with senior executives in developing business strategies and aggregating and reporting the corporate position;
- Supervisory and management experience
- Strong working knowledge of:
 - Accounting Standards;
 - Local Government Code of Accounting Practice and Financial Reporting;
- Suitable experience to complete Council's financial statements in the required format;
- Experience in budgets and forecasting;
- Experience in cash flow management and control of an investment portfolio;
- Possess highly developed management skills, with the ability to lead, supervise, motivate and coach staff as required.

DESIRABLE SELECTION CRITERIA

- Experience in Revenue Policy development and management. Hands on experience with planning and modelling spreadsheets;
- A strong working knowledge of the Local Government Act, 1993 and Regulations (particularly as they apply to financial reporting and statutory accounting obligations).

DEPARTMENT STRUCTURE



DUTIES - General Duties of the Position

The prime responsibilities and duties of the position are:

Corporate Responsibilities

- Responsible for Council's external financial reporting.
- Responsible for completing all of the processes to deliver corporate requirements for integrated planning and reporting.
- Participate in the development and policy making of Council's corporate objectives, in particular those related to good governance.

Functional Responsibilities

- Maximise revenue from investments, including analysing rates of return and cash flow forecasting.
- Manage Council's Loan Portfolio and all aspects of borrowing.
- Coordinate the Council's Grant Commission Return and organise all Grant acquittals.
- Oversee revenue management requirements, specifically those relating to Ordinary Rates, Water and Sewerage Charges, Garbage Charges, and associated debt collection, ensuring performance standards are maintained.
- Prepare Council's financial statements and associated information for the Annual Report in accordance with legislation and Accounting standards.
- Monitor developments in accounting to ensure that Council uses the most appropriate business reporting practices and best practice management techniques and technologies.
- Manage/Review Council's internal control procedures in the organisation and liaise with Council's external auditors to ensure compliance with the Local Government Act, 1993 and Accounting Standards.

Managing the Team

- This position directly supervises four (4) personnel. The job holder is concerned with the direction and co-ordination of operations of a major function within Council.
- Provide leadership to members of the team and delegate authority and accountability to individual team members as appropriate.
- Develop a team approach and coaching style to problem solving and in developing improvements in management practices.
- Develop, implement and regularly monitor in consultation with team members, employee competencies, individual performance objectives, skill acquisition and personal development plans in accordance with Council's established programs and within its time frames.
- Identify areas where additional training is require.
- Implement an orientation program for new team members and recommend to the Director, action to select, promote, transfer, reclassify and/or terminate staff.
- Ensure Equal Opportunity legislation, practice and procedures are implemented consistently and fairly in relation to recruitment and selection, training and other human resource management issues.

- Ensure that employees adhere to Council's policies on ethics, duty of care, professional standards, legal requirements and resident complaints.
- Ensure that employees are provided with safe and healthy working environments and take immediate corrective action to remedy unsatisfactory working conditions wherever possible.

Policy Development and Implementation

- Ensure appropriate development, co-ordination, integration and provision of Integrated Planning and Reporting skills and process to ensure accurate and complete external reporting information services.
- Assist in the formulation and review of Council's Accounting policies.
- Identify high priority objectives and policies for the Section and prepare implementation plans in consultation with the Director and your team as appropriate.

General Responsibilities

- Establish, develop and maintain systems and procedures used within the section.
- Ensure security of Council's assets under management control.
- Provide advice on options available to Council to maximise its financial return on assets.

Management of Expenditure

This job controls expenditure which includes salary and non-salary costs of approximately \$1 Million per annum.

Advice and Policy Development

To manage and provide high-level specialist advice and policy development for programs under the incumbent's control. This may include:

- Presentations to the Executive Management Team (MANEX) and Councillors on policy and strategic issues;
- Development and presentation of Council positions to other branches of Council, consultants, government departments, community groups and members of the public as necessary and undertake ongoing liaison, advice and networking;
- Provision of timely input into corporate projects
- Preparation of Council positions on any proposed legislative changes and represent Council at working groups;
- Representation of Council or the Branch internally or externally as required, including out-of-hours meetings and committees.

Financial Management

- The Manager is responsible for a budget of \$1m per annum.
- Oversee preparation of operating and capital expenditure budgets and programs
- Authorise expenditure against approved budget. Monitor and be accountable for expenditure against the Manager's budget and make recommendations for quarterly reviews.
- Manage and be accountable for financial operations in relation to commercial agreements in the Manager's area that the Council has entered into and compliance with all reporting requirements.
- Preparation of quarterly budgets reviews
- Undertaking other duties as directed that are within the skill, competence and knowledge of the job holder.

SPECIALIST KNOWLEDGE AND SKILLS

A high level of demonstrated competence is required in the areas of: audit; financial planning/analysis; financial accounting; reconciliation; cost/benefit analysis; financial legislation.

This position also requires a thorough understanding and competence in the areas of: filing; mail distribution system; operate office machinery; record keeping; statistical analysis; contract administration; project management; risk management; vehicle and plant fleet management; salary administration; valuation; accounts payable/receivable; capital project accounting; tax; cash handling; purchasing and procurement; store procedures; stocktaking procedures; Local Government legislation.

A basic knowledge is required in respect of: data entry; corporate/business planning; marketing; meeting procedures; equal employment opportunity; employee relations; training and development; personnel records management; recruiting/employment; payroll; rehabilitation; mainframe hardware/software support; database management; application/user support; tendering procedures; tender evaluations; stores management; stores stock control; industrial relations/employment legislation; Occupational Health and Safety legislation.

RESPONSIBILITIES OF WARRUMBUNGLE SHIRE COUNCIL EMPLOYEES

- 1 Perform duties competently, efficiently and effectively in order to achieve Council's vision of "Excellence in Local Government".
- 2 Support Council's Mission to provide:
 - Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
 - Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
 - Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.
- 3 Behave in a manner consistent with, and promote to staff, Council's Values:

Honesty - Frank and open discussion, taking responsibility for our actions

Integrity - Behaving in accordance with our values

Fairness - Consideration of the facts and a commitment to two way communication

Compassion - Working for the benefit and care of our community and the natural environment

Respect - To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

Transparency - Open and honest interactions with each other and our community

Passion - Achievement of activities with energy, enthusiasm and pride

Trust - Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

Opportunity - To be an enviable workplace creating pathways for staff development

4 **Workplace Health and Safety**

Managers are responsible for exercising due diligence to ensure that Council complies with its duty under the Work Health & Safety Act 2011, including but not limited to:

- Take reasonable steps to acquire and keep up to date knowledge of work health and safety matters
- Gain an understanding of the nature of the operations of Council and general of the hazards and risks associated with those operations
- Ensure that Council has available for use, and uses, appropriate resources and processes to eliminate or minimise the risks to health and safety from work carried out as part of the conduct of Council's business and undertakings
- Ensure that Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks, and responding in a timely way to that information
- Ensure that Council has, and implements, processes for complying with any duty or obligation imposed by the Act
- Verify the provision and use of WHS resources and processes as indicated above.
- Consult employees in issues which affect their health and safety and any concerns they may have are acted upon or referred to Director or OHS Committee as necessary

All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures
- Performing all work and associated functions in a safe manner
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
- Attending any toolbox, team talks or specific training supplied by Council
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Working in a manner that will not endanger themselves, other employees or the public
- Report any concerns for WHS to your Supervisor.

5 **Ethical Behaviour**

Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and each other in order to retain trust, confidence and support. Council's Code of Conduct sets out minimum standards of conduct that are expected of all Council officials (all employees, Councillors etc)

Managers and supervisors also have a responsibility to prevent, detect and report any fraudulent or corrupt activities to the Director Technical Services. Department Directors are also responsible for the training of employees in fraud and corruption prevention, detection and reporting.

6 **Staff Management**

To lead, motivate and coordinate the Manager's team to ensure that all activities and projects are undertaken in an efficient and cooperative manner by:

- Monitoring and review of the training and performance of all staff to ensure that staff related policies and objectives are met;
- Counselling, guiding, and when necessary, disciplining staff; and
- Mentoring and coaching staff to ensure they are given the opportunity to reach their professional potential.
- Effectively contribute as a member of a team in the management of Warrumbungle Shire Council and promote a safe and harmonious work environment.

7 **Maintain Knowledge**

Maintain current knowledge of industry issues by:

- Actively communicating/networking with industry peers, associations and;
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of the branch; and
- Sharing information with members of the department.

8 **Communication**

Ensure that effective communication is established / maintained with clients and the community by:

- Promptly investigating and resolving complaints about services (including service contractors), activities and personnel;
- Promptly preparing correspondence, Council reports, media releases as required / directed;
- Developing and implementing appropriate education/promotion strategies;
- Promoting community awareness and support for Council programs.

9 **Equal Employment Opportunity**

Actively participate in demonstrating commitment to the following principles:

Staff have the right:

- To the opportunity for promotion on merit
- Of access to all appropriate benefits and conditions
- To be free of harassment at work
- To have their complaints treated in confidence, without prejudice to their employment, and be advised of outcome

Staff have the responsibility

- To work to full capacity
- To recognise the skills and talents of other staff
- To respect the social and cultural diversity among fellow staff and customers

Supervisors and managers have the added responsibility of:

- Treating staff complaints confidentially and follow up using Council's Grievance Procedure
- Ensure implementation of EEO policies and defined HR procedures so that:
 - Workplace is free of all forms of harassment
 - Staff are adequately informed to assist them carrying out their duties
 - All staff have equal opportunity to
 - Attend training courses in accord with Council's training plan
 - Act in higher duties where skills are appropriate
 - Participate in job rotation/redesign
 - Apply for available jobs
- ensure communication of Annual Management Plan and EEO Plan/Policies

10 **Risk Management**

Adopt a pro-active risk management approach to all Council's activities under the incumbent's responsibility and ensure that risks are identified, quantified and controlled, and that all Council employees, contractors and the community are protected against reasonable loss.

CONDITIONS OF WORK

Council's indoor staff normally work a 35 hour week:

Monday – Friday 8.15am – 4.30pm

A ten minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day/4 weeks with one rostered day off per four weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. Under the *Paid Parental Leave Act 2010*, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

A fully maintained vehicle is available for business and private use on a leaseback arrangement.

Salary progression is based on a competency assessment document. Assessments are conducted after 6 months employment and thereafter annually on 1 August or on request.

Managers also have a performance agreement which is not linked to salary progression, and an annual performance review will be conducted during January each year.

Other terms and conditions of employment are as per the Local Government (State) Award.

Council pays the amount required by the Superannuation Guarantee Charge on behalf of every employee into the Local Government Superannuation Scheme.

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Council's workplaces and vehicles are smoke-free zones.

Warrumbungle Shire Council is an Equal Opportunity Employer