



POSITION DESCRIPTION

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|------------------------|---------------------------|
| Position Title: | Executive Manager Finance |
| Directorate: | Office of General Manger |
| Branch: | Finance |
| Salary Grade: | 9 |
| Status of Position: | Fulltime |
| Hours of Work per week | 35 |

POSITION REPORTS TO:

General Manager

PRIMARY PURPOSE OF THE POSITION:

To lead the development and delivery of the finance unit's priorities in accordance with Council's Financial Management Plan and statutory obligations through strong leadership and engagement with key stakeholders and staff.

KEY ACCOUNTABILITIES:

- Manage the development and implementation of the Liverpool Plains Shire Council's long term Financial Plan.
- Manage, coordinate and monitor the allocation and utilisation of Council's financial resources.
- Provide financial advisory services to all departments in relation to financial management policies and procedures, financial system operations, budget preparation and management, financial planning to support business units to achieve long term financial viability.
- Ensure the development and implementation of financial planning budgeting and reporting systems across all business units. This includes maintaining financial records in compliance with the requirements of the Local Government Act 1993, Local Government Reporting Regulation, Accounting Standards and Council policies.
- As part of the Operational Leadership Team, contribute to shaping and delivering our strategic vision and drive a positive organisational culture.
- Undertake required research of trends that inform likely future budget requirements.
- Manage, implement and monitor a range of strategies and plans to ensure a sustainable future for the organisation.
- Ensure the maintaining of accurate records in accordance with Council's information management policies and statutory requirements.
- Provide a high level of customer service to internal and external customers in accordance with Council's Customer Service Standards
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014



KEY CHALLENGES:

- Balance operational and strategic responsibilities.
- Developing and implementing systems and processes as well as fostering a positive culture to meet our legislative obligations and business needs
- Providing value-adding service and building strong stakeholder relationships.
- Developing and managing a whole of organisation approach to Long Term Financial Planning, Budgeting and Asset Management.

KEY RELATIONSHIPS:

| Who | Why |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | |
| General Manager | <ul style="list-style-type: none"> • Provides advice and support for role |
| Council Staff and Management | <ul style="list-style-type: none"> • Manage expectations and provide services |
| External | |
| Customers/stakeholders | <ul style="list-style-type: none"> • Monitor, direct and address enquiries • Ensure stakeholders expectations are being met |
| Public Authorities | <ul style="list-style-type: none"> • Provide and receive information where required |
| Auditors | <ul style="list-style-type: none"> • To provide information and participate in required processes |

RECRUITMENT SELECTION CRITERIA:

ESSENTIAL






1. Tertiary qualifications in accounting, business management, or a related discipline.
2. Demonstrated management experience in a complex and challenging organisation including developing and delivering finance management, revenue management, and asset management.
3. Proven ability to lead a high performing team to deliver organisational objectives and innovative service and business improvements.
4. Strong knowledge of relevant legislations particularly in the areas of financial management, rates, and asset management.
5. Exceptional communications and interpersonal skills including the ability to build relationships, negotiate, drive change and improvements and provide clear high-level advice and support.
6. Strong negotiation skills with proven ability to manage time, set priorities and meet deadlines and targets.
7. Demonstrated experience in the preparation and presentation of technical reports and submissions.
8. Strong analytical and problem solving skills and the ability to engage and influence key stakeholders.
9. Commitment to supporting a strong customer service approach.
10. Local Government financial management experience.
11. A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.
12. C Class Drivers Licence.

DESIRABLE

1. CA/CPA qualified or commitment and ability to attain qualification after commencement.
2. Working knowledge of the Authority financial system.



KEY CAPABILITIES:

| Capability Group | Capability Name | Level |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
|  Personal Attributes | Display Resilience and Courage | Advanced |
| | Act with Integrity | Advanced |
| | Manage Self | Advanced |
| | Value Diversity | Adept |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Advanced |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Advanced |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Advanced |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Advanced |
| | Technology | Adept |
| | Procurement and Contract Management | Adept |
| | Project Management | Adept |
|  People Management | Manage and Develop People | Advanced |
| | Inspire Direction and Purpose | Adept |
| | Optimise Business Outcomes | Adept |
| | Manage Reform and Change | Adept |



Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

| Group and Capability | Level | Behavioural Indicators |
|----------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Attributes Act with Integrity | Advanced | <ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines |
| Relationships Commit to Customer Service | Advanced | <ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs |
| Results Deliver Results | Advanced | <ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes |
| Business Enablers Finance | Advanced | <ul style="list-style-type: none"> Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound Assess relative cost benefits of direct provision or purchase of services Understand and promote the role of sound financial |



| Group and Capability | Level | Behavioural Indicators |
|-------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>management and its impact on organisational effectiveness</p> <ul style="list-style-type: none"> • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement • Respond to financial and risk management audit outcomes, addressing areas of non-compliance |
| People Management Manage and Develop People | Advanced | <ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives |