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| **Level:** | Annualised Salary | Department/Group: | Corporate Services |
| **Position Type:** | Full Time  | Reports To: | Chief Executive Officer |
| Location: | Regional Office | Employment Conditions: | Victoria Daly Regional Council Enterprise Agreement 2015-2017 |
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| **Special Requirements:** | **Prior to Commencement:**The occupant of this position must have had a recent (within 3 months) Criminal History Check completed, a Working with Children’s clearance and a current Drivers Licence. |
| Organisational Structure: | Position Liaises: |
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| Job Description |
| Role and ResponsibilitiesThe VDRC Chief Operations Officer is a senior Executive position reporting directly to the Chief Executive Officer for ongoing organisational performance, strategic advice and leadership in the delivery of Council services across the organisation.The position has single point accountability for delivery of operational and corporate services for VDRC, additionally; the position has responsibility for the strategic oversight of corporate services provided in the five (5) VDRC Communities.Key Accountabilities * Be an active, positive and contributing member of Councils Executive Management team and contribute to the formulation and implementation of corporate directions, strategic plans and policies.
* Provide high level management advice and guidance to the Executive, senior management, Council and staff on financial and budget matters.
* Manage and develop the Finance and Contracts Management areas to achieve positive outcomes and high work performance.
* Nurture and assist with the continual development of strong internal and external relationships between all work areas and all council staff through communication, coordination, coaching and facilitation.
* Develop and maintain effective partnerships and linkages with managers, staff, agencies, service providers and other stakeholders, to assist in achieving the Victoria Daly’s strategic objectives.
* Regularly report to the Executive Committee and Council on a monthly basis or otherwise as required.
* Monitor the external environment to identify external risks and opportunities to and for Council, and act or report as appropriate.
* Manage the overall provision of Risk Management, Compliance functions and Annual Reports and prepare reports and statistical data on risk management and compliance issues for the Executive Team, Councillors, community and relevant Government Departments.
* Facilitate the implementation of actions arising from internal and external audits.
* Assist Managers to develop their budgets and determine requirements for capital expenditure in support of initiatives that add value to Council.
* Manage and oversee the accounting functions including the maintenance of general ledgers, bank reconciliations, account reconciliations, BAS Statements, PAYG remittances, asset registers and depreciation schedules.
* Oversee ongoing system reconciliation, administration and maintenance.
* Manage the preparation for audits, cash flow forecasting, budgets and reporting.
* Preparation of financial data for grant reporting on an ongoing basis.
* Production and analysis of financial reports (internal and external) on a monthly basis.
* Provide consultative direction on Tender and Procurement processes in line with relevant Legislation.
* Manage the contract monitoring, contract administration and compliance for the Council.
* Manage the Budgeting and Annual Financial Statement activities.
* Monitor and report on the effectiveness of Financial Management activities, policies and plans to enhance the agency’s strategic, business and cultural development.
* Time Management and meeting reporting deadlines and requirements in accordance with Council requirements.
* Maintain a safe working environment and ensure Work Health & Safety regulations are adhered to.
* Ensure the policies and procedures of the Council are adhered to, implemented and all resources effectively deployed.

Qualifications and Education Requirements1. An appropriate tertiary qualification or similar in CPA or equivalent (essential).
2. An appropriate tertiary qualification or similar in Contract Administration (essential).
3. An appropriate tertiary qualification or similar in Procurement (essential).
4. Exceptional candidates that can demonstrate equivalent skills and experience to the above Qualifications may be considered.

Preferred Skills and Experience1. Extensive knowledge and understanding of public sector accounting and financial practices, frameworks, principles, concepts and methodologies.2. Senior experience and a record of achievement in budget management and the financial accounting function in major public sector or commercial corporations. 3. Extensive experience in preparing and producing financial management or other reports as required including asset management and control procedures, accounts receivable and payable functions. 4. Highly developed analytical and conceptual skills with demonstrated capacity to drive continuous improvement.5. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff particularly executive management. 6. Ability to be able to manage staff and proven skills in the leadership of multi-disciplinary teams, managing change and fostering a positive and high performing workplace. 7. High level of written and verbal communication, with the ability to deliver complex financial data to a wide audience; including financial reporting to multiple internal and external bodies8. Strong organisational skills and experience in business planning9. Experience in Procurement and Contract Administration. 10. Ability to develop, maintain and provide direction with the organisations processes and procedures.11. Sound knowledge of the principles of Work Health & Safety.Special Requirements* Criminal History Check (Recent within 3 months)
* Working with Children’s Clearance.
* Must hold a current driver’s licence.

Approval*The position holder’s employment conditions are as set out in the holder’s letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.* Stuart Duncan - Signature **Stuart Duncan – Chief Executive Officer** |
| Created: | July 2008 | Version:  | 4 | Reviewed: | January 5, 2016 |