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| **Level:** | | Annualised Salary | | Department: | | | | Finance | |
| **Position Type:** | | Full Time | | Reports To: | | | | Chief Operations Officer | |
| Location: | | Regional Office | | Employment Conditions: | | | | VDRC Enterprise Agreement 2015-2017 | |
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| **Special Requirements:** | | **Prior to Commencement -****The occupant of this position must hold:**   * National Criminal History Check - Issued within the last 3 months * Current Australian Drivers Licence * Relevant Tertiary Qualification CPA or equivalent - Essential | | | | | | | |
| Organisational Structure: | | | | | | Position Liaises: | | | |
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| Job Description | | | | | | | | | |
| Role and Responsibilities  As a key member of the Executive Management team, the Finance Manager will report to the Chief Operating Officer will have the primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the Council.   * Provide high level management advice and guidance to the Executive, senior management and staff on financial and budget matters. * 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. * Supervise 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. * Management and implementation of the Council Investment Policy. * Development and ongoing maintenance of the Finance Departments Standard Operating Procedures. * Provide consultative direction on Tender and Procurement processes in line with relevant Legislation. * Lead and manage the Financial Management Unit to ensure the Shires needs are met. * 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. * Participate and be an active member of the Executive Team. * 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 and all resources effectively deployed.   Qualifications and Education Requirements   1. An appropriate tertiary qualification CPA or equivalent - essential.   Preferred Skills and Experience  1. 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. 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 bodies.  8. Strong organisational skills and experience in business planning.  9. Ability to develop, maintain and provide direction with the organisations processes and procedures.  10. Sound knowledge of the principles of Work Health & Safety.  Special Requirements   * A relevant tertiary qualification CPA or equivalent is essential. * Criminal History Check - Recently issued within 3 months. * Must hold a current Australian 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.*  **Chief Executive Officer** | | | | | | | | | |
| Created: | July 2008 | | Version: | | 4 | | Reviewed: | | March 24, 2017 |