

POSITION DESCRIPTION

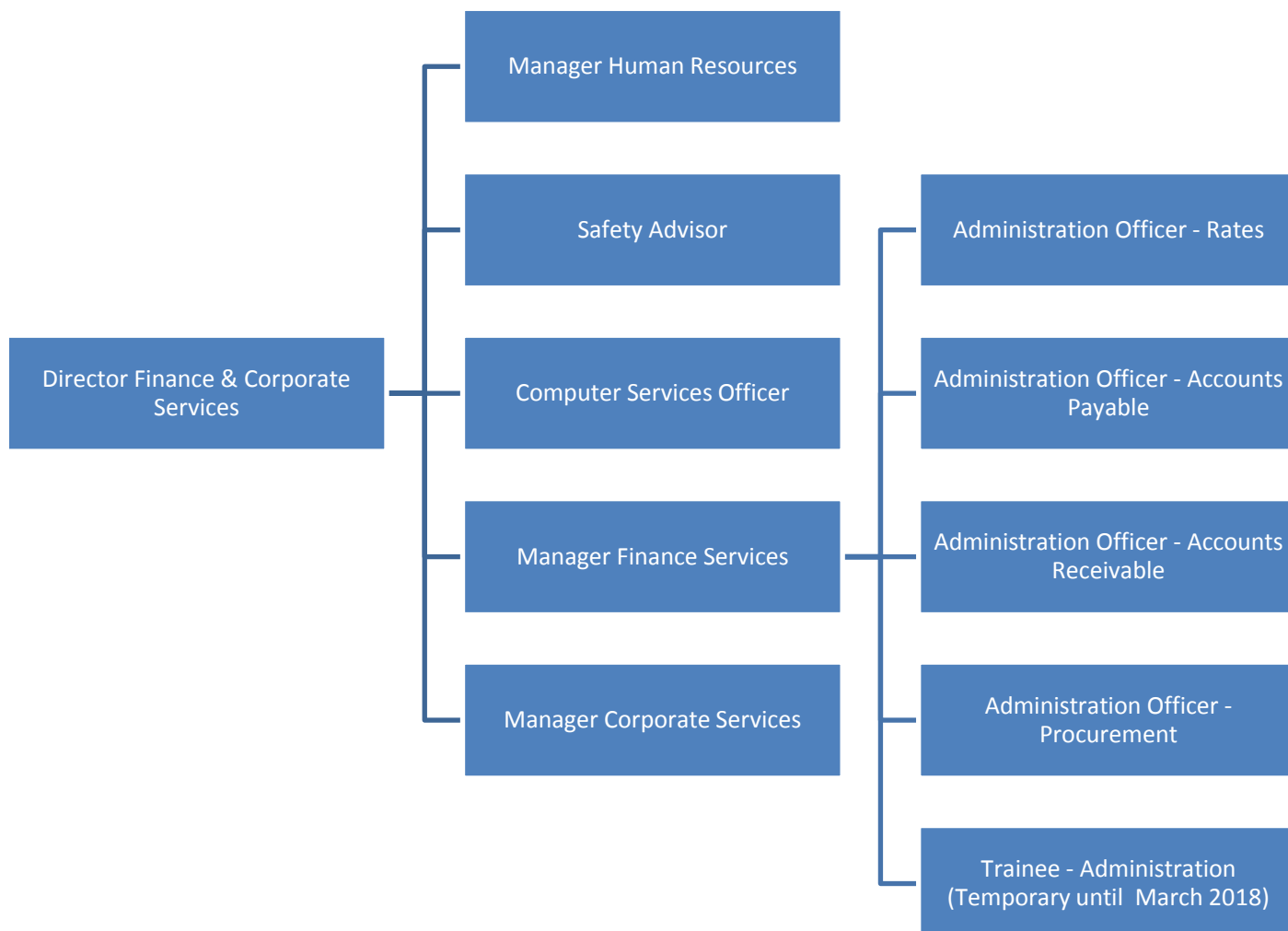
Manager Finance Services

Position Title	Manager, Finance Services
Reports To	Director, Finance & Corporate Services
Immediate Reports	Administration Officer , Accounts Payable Administration Officer , Rates Administration Officer , Accounts Receivable Administration Officer , Procurement Trainee , Administration (Temporary)
Principal Location	118 Victoria Street, St George
Employment Basis	Permanent

PURPOSE OF THE POSITION

The **Manager Finance Services** is responsible for providing financial leadership, development and strategic direction to Council through the Finance and Corporate Services directorate, to enable an effective delivery of financial services to meet the goals of Council's Corporate and Operational Plans. In particular, the position will coordinate and drive the development of a financial strategy that will move Council towards long term sustainability.

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES



Our Customers

The customer is always right. We put the customer at the centre of everything we do. Always say "Thank you". We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers' expectations.

Our People

We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.

Our Reputation

Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment's misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.

KEY CRITICAL PROCESS RESPONSIBILITIES

Management accounting
Cost accounting
Asset accounting
Long term financial planning
Budget
Internal and External Audit requirements
Procurement Management, Compliance and Internal controls

EXTENT OF AUTHORITY / DELEGATION

Works independently, as well as in a team, within general guidelines and objectives provided by the Director Finance & Corporate Services. This position has delegated authority in accordance with Council's Delegation Register.

KEY RESPONSIBILITIES

Financial Sustainability

- Ensure that all financial systems are operated in accordance with appropriate standards, policies and procedures
- Ensure forward planning for the development and maintenance of Council's financial systems and controls in accordance with the Australian Accounting Standards and the requirements of the *Local Government Act 2009* and the *Local Government Regulations 2012*.
- Develop strategies that will address asset management, whole-of-life costing, financial improvement, financing, and cost management
- Prepare accurate and timely financial reports which meet the needs of Council and management
- Lead the preparation of Council's annual budget which includes the coordination, management and control of data collection from all Council divisions;
- Prepare budget review information for timely reporting to Council and management;
- Prepare all statutory financial reports in accordance with the *Local Government Act and Regulations*. This includes preparation of the annual financial statements and notes;
- Prepare end-of-year audit documentation, ensuring all agreed audit recommendations are implemented and act as the principal operational contact officer during the annual audit;
- Provide documentation to Internal Audit, as required and report to the Audit Committee on a quarterly basis on the progress of Internal (and External) Audit recommendations;
- Coordinate the preparation of all accounting returns with input from relevant Officers including the Grants Commission and Local Government Comparative Data, Business Activity Statements, Fringe Benefits Tax Returns, Other Tax Returns, and 10 Year Financial Plans (long term financial forecast)
- Manage and oversee Council's rates and charges to ensure compliance and maximum recovery of outstanding rates and charges.
- Provide advice and support to other employees and Council on operational and strategic financial matters
- Effectively and efficiently manage customer requests, complaints, and general enquiries through effective questioning, negotiation and conflict management to provide an acceptable outcome
- Communicate and deal with people at all levels and make prompt reliable decisions within the bounds of allocated responsibilities

POSITION DESCRIPTION

Manager Finance Services

- Participate in any projects identified and as agreed with the Finance & Corporate Director Finance & Corporate Services
- Perform other duties within your capabilities as directed

Customer Service

- Manage the development and delivery of the customer service function, including reception and general administration to provide effective and efficient services.

Staff Management

- Provide leadership and strategic direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required in consultation with the HR department
- In consultation with the HR department, encourage direct report employees to maintain their professional development and industry currency through appropriate and relevant training courses, conferences and/or further education
- Liaise with the HR department on recruitment requirements
- Model high levels of professionalism and leadership
- Build positive relationships through the various level of Council, both politically and operationally

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Administration

- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Finance & Corporate Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Finance & Corporate Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

POSITION DESCRIPTION

Manager Finance Services

Risk Management

- Ensure that internal controls are implemented, testing and communicated with staff to minimise the risk of fraud, theft and/or corruption
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

INHERENT REQUIREMENTS

- Ability to use numeracy, and effective written and verbal communication skills
- Ability to produce professional standard documents within set time-frames
- Ability to work as part of a team
- Ability to resolve interpersonal conflict
- Ability to maintain confidentiality
- Ability to manage time, planning and organising own work effectively within set time-frames
- Ability to supervise others

CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

EVALUATED POSITION ASSESSMENT

Impact on Accountability	<i>Shared - participating with peers, within or outside the organisation, in decision making not totally controlling relative to the magnitude of the result; a degree of partnership or joint accountability for the result.</i>
Knowledge	<i>Knowledge of professional principles, concepts and methodology supplemented by skill gained through job experience to permit independent performance of recurring assignments that has provided skill in carrying out assignments and procedures that are significantly more difficult or complex.</i>
Complexity	<i>The work includes varied duties that require many different and unrelated processes and methods; decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data; requires making many decisions concerning interpretation of considerable data, planning of work or refinement of methods and techniques.</i>
Supervisory Controls	<i>The supervisor sets the overall objectives and resources available; the employee and supervisor, in consultation, develop deadlines, projects and work to be done; the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives; in some assignments, the employee also determines the approach to be taken and the methodology to be used; the employee keeps the supervisor informed of progress and potentially controversial matters; completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.</i>
Scope and Effect	<i>The work involves the execution of specific rules, regulations or procedures and typically</i>

POSITION DESCRIPTION

Manager Finance Services

	<i>comprises a complete segment of an assignment or project of broader scope; the work product or service affects the accuracy, reliability or acceptability of further processes or services.</i>
Guidelines	<i>Procedures for doing the work have been established, and a number of specific guidelines are available; the number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases; the employee may also determine which of several established alternatives to use; situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.</i>
Purpose of Contacts	<i>The purpose is to influence, motivate, interrogate or control persons or groups; the persons contacted may be fearful, sceptical, uncooperative or dangerous; therefore, the employee must be skilful in approaching the individual or group in order to obtain the desired effect, such as getting compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.</i>

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Tertiary qualifications in accounting, commerce, business or other related field
- CPA / ICAA qualifications would be advantageous
- Minimum five (5) years' relevant professional experience, in similar positions
- Advanced knowledge of and demonstrated experience with contemporary financial management and financial sustainability practices with the ability to interpret and apply policies, procedures and legislative requirements
- Staff management skills, with exposure to performance management and planning
- Analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions
- Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes
- High level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment
- Highly developed computer skills, including proficiency using the Microsoft Office suite; experience with Practical Computer Services and MAGIQ would be advantageous

SELECTION CRITERIA

Essential

Please demonstrate how you meet the following selection criteria:

1. Outline the relevant Tertiary qualifications and local government experience to deliver sound accounting and financial management services to Council;
2. Demonstrate your knowledge and experience in contemporary financial management and financial sustainability practices including long term financial planning and asset accounting;
3. Describe your management style and experience in managing others and building their capacity to deliver
Outline the methods engaged to ensure compliance and timeliness with the strict deadlines inherent in Local Government legislation and Accounting Standards for financial reporting
4. Outline your career aspirations and how you see this role as part of your career development

Desirable

1. Details of any CPA / ICAA qualifications or complimentary experience that would benefit the position