



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Finance and Administration Manager		
Position Number:			
Directorate:	Corporate and Community Services	Unit:	Finance and Administration
Salary Grade:	17	Standard Position Hours:	35 Hours
Position Reports to:	Director Corporate & Community Services		
Staff Management:	4 Direct, 21 Indirect		
Budget Responsibility:			
Date Created:	June 2017	Date Last Reviewed:	
Version:	1	Document Number:	

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The Finance and Administration unit is responsible for the co-ordinated integration of Financial Reporting, Integrated Planning and Reporting and Corporate Governance services to the organisation, including the development and oversight of key organisational strategic documents, driving an integrated framework and provision of corporate support and governance functions for the organisation.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 3.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The Finance and Administration Manager has responsibility for the integration of Council's reporting requirements under IP&R to the financial systems of Council, managing Council's procurement function, and ensuring appropriate corporate governance is maintained and developed to meet legislated requirements and meet community expectations.

KEY ACCOUNTABILITIES

1. Manage and ensure a quality financial service is provided to the Council and staff, covering the full range of finance functions. These include rating, revenue and debt collection, accounts payable, payroll, insurance, statutory and management reporting, budgeting, internal financial controls, treasury, and long term financial planning, procurement and purchasing.
2. Improve the effectiveness of organisational governance by developing, establishing and continuously improving organisation-wide, aligned and integrated frameworks, including policies, systems and standards, reflecting good practice and tailored to the corporate and business unit context, aligned with the strategic direction of Council.
3. Ensure the Director is kept informed on all relevant matters and in particular those matters which have the potential to reflect unfavourably on Council and issues which are likely to impact on Council's operations.
4. Manage the Integrated Planning and Reporting framework to research, prepare and deliver the documentation requirements including the Community Strategic Plan, Delivery Program, Operational Plan and the Resourcing Strategy (comprising the Asset Management Strategy, Long-Term Financial Strategy and Workforce Plan).
5. Ensure Council meets all statutory requirements with regard to financial management, rating and reporting, corporate governance and IP&R requirements.
6. Co-ordinate the various governance and internal compliance systems required within Councils operations and provide advice and support to elected members and the Executive to ensure compliance with the Local Government Act and Regulations, Public Interest Disclosure legislation, Government Information (Public Access) legislation and all other relevant legislation.
7. Manage the development and alignment of Councils long term financial plan to the Operational Budget and Delivery Program.
8. Co-ordinate the receipt and review of complaints received in accordance with the Public Interest Disclosures Act, and complaints from the public in accordance with Council's policies and procedures and where necessary facilitate related investigations.
9. Undertake periodic reviews as required of governance related policies including Code of Conduct, Code of Meeting Practice, Privacy Management and Councillors Expenses and Facilities Policy.
10. Research and provide advice on Corporate governance related issues impacting on the organisation including drafting of policies and procedures.
11. Facilitate the provision of education to staff and elected members relating to Council's Code of Conduct and other relevant Council governance policies.
12. Provide strong leadership to the staff in the team including goal setting, delegation, performance management, staff development, succession planning and fostering a high morale, high performing team.
13. Provide leadership and support for employees by fostering a performance based culture that encourages accountability and responsibility and supports Councils values and policies.
14. Management and development of the key strategic and operational Purchasing Stores and Procurement functions of Council's operations including the development and review of policy and procedure and the ongoing monitoring of purchasing activities.
15. Any other accountabilities or duties as directed which are within the employee's skills, competence and

POSITION SELECTION CRITERIA

Essential

1. Tertiary qualifications at a degree minimum in Financial Management or Business Management or other relevant discipline that reflects the key accountabilities of the position.
2. Extensive experience in a similar role, with the proven ability to successfully lead, motivate, develop and support a multi-disciplinary team to deliver outcomes and provide quality service within budgets and statutory provisions.
3. Demonstrated strong financial knowledge including corporate budget strategy, financial systems design and operation, treasury (loans, investments and cash flow management), and development and management of internal controls.
4. Demonstrated thorough knowledge of a range of accounting systems and demonstrated capacity to improve and utilise those systems to maximise the benefit to the organisation.
5. Demonstrated high level communication skills both verbal and written including capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management.
6. Demonstrated ability to prepare long term financial plans, including the development of forecasts models and reports, financial asset management and workforce planning.
7. Demonstrated understanding and commitment to change management and process improvements and the proven ability to drive cultural change and effectively manage any associated conflict resolution requirements consistent with Councils workplace relations.
8. Excellent organisational skills with demonstrated ability to formulate, implement and evaluate extensive governance programs to achieve organisational objectives in a cost effective manner within a large diverse organisation.
9. Demonstrated experience and ability in planning and work review, process improvement and quality with a strong focus on strategic outcomes.
10. Demonstrated capacity to deliver balanced outcomes in a political environment and foster good working relationships with elected representatives and the community.
11. Demonstrated ability in providing financial, specialised, technical and professional and/or administrative advice on relevant policy matters.
12. Demonstrated ability to operate within defined budgets and to meet the operational strategic financial targets of the organisation.
13. Demonstrated high level experience in the use of Microsoft Office, Electronic Document Management systems, and other software databases programs relevant to the position.

Highly Desirable

1. CPA or Member of the Institute of Chartered Accountants.
2. A thorough understanding of and the ability to interpret the legislative and reporting requirements of Local Government in NSW including but not limited to: Local Government Act, Australian Accounting Standards, Office of Local Government Guidelines and Practice Notes, GST and FBT, GIPA, Contracts Management, IP&R Integrated Planning and Reporting.
3. Demonstrated knowledge, understanding and application of rating legislation.
4. Previous experience with Authority financials and associated reporting tools (BIS).

SIGNATURE			
Employee			
Full Name:			
Signature:		Date:	