

Position Description

Finance & Asset Strategy Planner

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: July 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 16 - Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Office of General Manager
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Section:	
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Team:	Finance and Asset Planning
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Work base:	Grafton
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Position responsible to:	General Manager
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Level of support and supervision:	Low
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	3
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Internal contacts:	All Council Sections, with particular focus on operational asset management teams. Some contact with Councillors at Committee level
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External contacts:	Some contact with public and organisations Low level contact with ratepayers
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Purpose of the position

The role is responsible for providing high level cross-directorate oversight of the delivery of council's long term financial plan, asset management strategy and plan, achievement of continuous improvement targets and benchmarking to ensure Council's long term financial sustainability.

Major duties and responsibilities

Coordinate the development and maintenance of Council's individual Fund and Consolidated Long Term Financial Plans in accordance with statutory requirements

Deliver and advise on financial models that align service levels with strategic direction and financial sustainability, ensuring and affordability of service delivery in the long term.

Implement and maintain Council's Enterprise Asset Management system.

Deliver an asset management framework that provides a robust guide to the planning, acquisition, operation and maintenance, renewal and disposal of assets, through modelling that informs Council's decision making.

Provide advice to improve Council's performance against Key Financial Indicators & LTFP/ Special Schedule 7 impacts (Infrastructure Maintenance & Renewal backlog), including whole of life asset and service costs.

Provide supervision to the collection of asset data and incorporation of asset planning in long term financial plans for all asset classes.

Contribute to the preparation of Council's 4 year Delivery Program ensuring integration of a fully funded 4 year rolling capital works program.

Keep abreast with changes to Local Government accounting, Australian Accounting Standards to ensure Council's compliance with these standards as they relate to the Long Term Financial Plan.

Develop and maintain Activity Based Costing Model for the organisation for incorporation into Council's annual budget.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Degree majoring in Accounting; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers licence

Experience

Essential selection criteria

Demonstrated experience in management accounting

Demonstrated experience and understanding of the budgeting process and cost control

Demonstrated experience in the development of complicated financial models

Position related skills

Demonstrated data analysis skills

Demonstrated well developed communication skills (written, verbal and interpersonal)

Ability to interpret and implement legislative requirements of the position

General computer literacy in email and internet programs, Intermediate proficiency in Microsoft Excel and Basic proficiency in Word

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Post Graduate or higher qualifications in relevant field of study

Licences/tickets, clearances, membership

Eligible membership to the CPA Australia or the Institute of Chartered Accountants

Experience

Demonstrated understanding of process analysis

Demonstrated experience and implementation of the Australian Accounting Standards for Local Government

Demonstrated understanding of Integrated Planning and Reporting statutory requirements

Demonstrated involvement in the development of asset management plans

Other features of this position may include

Attendance at Council meetings as required.

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Generic performance requirements

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee