

Position Description

Manager Finance and Supply

Directorate	Corporate & Governance
Location	Grafton
Classification/Grade/Band	Grade 18 Band 4 level 2
Salary package range	\$136,000 - \$160,000

Council overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way. We value our employees and provide a safe and collaborative work environment in which a highly motivated employee will succeed.

Council values

The acronym STRIVE describes the values and behaviours considered core requirements when we deal with each other and the community: Safe, Teamwork, Respect, Integrity, Value, Engagement.

Primary purpose of the position

The Manager Finance and Supply provides strategic direction and leadership on financial management operations and governance of procurement and supply management functions to drive decision making, and delivery of quality and value add services across Council.

Key accountabilities

- Create and provide a dynamic environment of effective leadership and management to the team to build resilience and agility in meeting competing deadlines and balancing long and short term objectives.
- Provide strategic leadership of the Council's financial management, reporting and compliance responsibilities to deliver forecasting, budgeting, and variance analysis, and data interpretation of business impact and results.
- Partner with the business units to provide strategic advice to drive effective budget management and efficient, value-add procurement practice.
- Build capability to ensure the Council has resource management knowledge, skills and capacity, to allow the identification of opportunities to increase revenue and reduce operating costs without adversely affecting the quality of services delivered to the community.
- Manage Council's financial control framework, liaise with Council's external Auditor and evolve and implement financial audit control systems to monitor performance ensuring compliance with regulations and guidelines and legislative requirements.
- Oversee the timely implementation of Council's Revenue Policy and payroll obligations, ensuring Council's cashflow requirements are met.
- Take an active leadership role in ensuring electronic Finance systems provide optimal support to the business functions of the organisation.

Key challenges

- Balancing strategic thinking with operational effectiveness in providing strategic financial and risk management advice to budget managers.
- Challenging the status quo, building team resilience and championing continuous improvement and a desire to drive optimal outcomes.
- Increasing financial knowledge across Council to support the application of quality finance and reporting practices and drive transformation and change in an engaging and collaborative way.

Key internal relationships

Who	Why
Director Corporate & Governance and Executive team	<ul style="list-style-type: none">• Communicate information related to performance against budget and potential variations that may have an impact on overall results for the organisation.
Managers	<ul style="list-style-type: none">• To collaborate on, and seek input to, financial management and budget development processes.• Evaluate internal client satisfaction levels with the quality of financial management, budgetary, analytical and financial risk management advice and services to inform decision making at senior management level.
Staff	<ul style="list-style-type: none">• Inspire, motivate, support and lead the team to work collaboratively to achieving Finance and Supply objectives in a timely, efficient and professional manner.

Who	Why
	<ul style="list-style-type: none"> Lead discussions and decisions regarding the development and implementation of innovation and best practice for improved service delivery.
Councillors	<ul style="list-style-type: none"> Provide strategic advice on financial and procurement matters.

Key external relationships

Who	Why
Government Agencies, Auditors, customers, public and other stakeholders	<ul style="list-style-type: none"> Ensure strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other Government stakeholders and central agencies. Maintain currency of knowledge and awareness of statutory obligations and reporting requirements. Represent agency interests and provide timely response and advice as required.

Key dimensions

Decision making

The position is accountable for all decisions relating to the day to day operations of the section, provision of advice to staff in relation to areas of responsibility, the resourcing of projects within existing budget constraints and providing timely advice to the director and executive team.

Reports to

Director Corporate and Governance

Direct reports

4 direct reports including:

Financial Accountant

Procurement Coordinator

Revenue Coordinator

Management Accounting Coordinator

Estimated number of indirect reports

22 indirect reports

Essential requirements

Tertiary qualifications in Accounting, Finance, or related discipline and relevant industry experience. Demonstrated ability to provide strategic leadership and work collaboratively with executive and senior management across a complex organisation.

Current Drivers Licence.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts / relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Advanced	<ul style="list-style-type: none"> • Ensures the design / delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provisions or purchase of services • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> • Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractors performance • Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Optimise Workforce Contribution	Advanced	<ul style="list-style-type: none"> • Ensures resource management plans effectively distribute people resources in line with priorities • Develops workforce management plans that link to current and future organisational priorities and objectives • Uses talent management processes to guide learning and development investment and to allocate critical roles • Recruits capable people with varied backgrounds, styles and strengths