

# CLARENCE VALLEY COUNCIL

## Position Description

**Manager Finance**

**Term Contract 3 years**

<b>Directorate</b>	Corporate and Community
<b>Location</b>	Grafton
<b>Classification/Grade/Band</b>	Grade 19 (entry - step 4)
<b>Position Code</b>	
<b>Date position description approved</b>	13 February 2024

## 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.

## Values



## Primary purpose of the position

The Manager Finance is responsible for leading multidisciplinary teams that deliver corporate financial responsibilities within a robust framework, while identifying and advising on associated risks to ensure informed decision-making by the Executive Team. The role is responsible for leading and guiding financial strategy and operations.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Create and provide a dynamic environment of effective leadership and management to the team to build strength and agility in meeting competing deadlines and balancing long and short term objectives.
- Provide strategic leadership of financial management, reporting and compliance responsibilities to deliver forecasting, budgeting, and variance analysis, and data interpretation of business impact and results.
- Collaborate with the executive/management teams to drive an organisational culture of effective financial management by developing and maintaining a team culture of active business partnering with the other business units.
- Deliver efficient financial services that maintains a positive relationship with external stakeholders.
- Ensure currency and accuracy of financial data to inform organisational decision-making. Identifying risks, improvements and opportunities relating to the performance of existing frameworks, systems and infrastructure so that the impact on the organisation is mitigated.
- Take a lead role in building positive relationships with external stakeholders relating to financial compliance and auditing.
- Collaborate to deliver Information Technology Strategies for improvements that meet business needs and reduce cyber risk.

## Key challenges

- Provide transparent and high-quality financial support services to meet the diverse needs of the workforce located across a large geographical area requires proven capacity to engage, plan and deliver.
- Creating momentum and enthusiasm for continuous improvement within a multi-disciplinary workforce requires a leader who is energetic and has proven capacity to articulate the goals, and involve and motivate individuals.

## Key internal relationships

Who	Why
Director Corporate and Community, General Manager and Executive Team	Communicate information and provide risk management advice in relation to financial corporate performance and planning, failures and exceptions that may have an impact on overall results for the organisation.
Executive Team and Mangers	<p>To collaborate on, and seek input to, financial management and budget development processes and technology improvements.</p> <p>Evaluate internal client satisfaction levels with the quality of financial management, budgetary, analytical and financial risk management advice to inform decision making at senior management level.</p> <p>Celebrate service successes and achievements as a key member of the senior management team</p>
Staff	<p>Inspire, motivate, support and lead the team to work collaboratively to achieving Finance and System objectives in a timely, efficient and professional manner.</p> <p>Lead discussions and decisions regarding the development and implementation of innovation and best practice for improved service delivery.</p>
Councillors	Provide advice that informs and supports strategic financial management.

## Key external relationships

Who	Why
Government Agencies, Auditors, vendors, customers, members of the public and other stakeholders	<p>Ensure strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other Government stakeholders and central agencies.</p> <p>Maintain currency of knowledge and awareness of statutory obligations and reporting requirements.</p> <p>Represent agency interests and provide timely response and advice as required.</p>

## Key dimensions

### Decision making

The position is responsible 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 Community
Direct reports	Financial Accountant Coordinator Revenue Coordinator Fleet and Procurement Coordinator Information Technology
Indirect reports	20






### Essential requirements

- A Bachelor's degree or higher, in accounting, finance, commerce.
- A Chartered Accountant or Certified Practicing Accountant qualification.
- Demonstrated substantial knowledge, skills and experience in the administration and control of financial planning and finance operations across a range of relevant finance modules in a local government environment including the preparation of budgets, the annual financial accounts and associated documentation
- Demonstrated experience providing effective leadership and support to a large team with varied skills and backgrounds to ensure the organisation has the right mix of capabilities available to deliver financial goals
- Current Driver's 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 [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability)

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. 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
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 Results	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	<b>Deliver Results</b>	<b>Advanced</b>
 Resources	<b>Finance</b>	<b>Advanced</b>
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	<b>Inspire Direction and Purpose</b>	<b>Advanced</b>
	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		
Capability Group	Capability Name	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>Is prepared to make decisions involving tough choices and weighing of risks</li> <li>Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>Takes responsibility for outcomes, including mistakes and failures</li> <li>Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>Oversees implementation of safe work practices and the risk management framework</li> </ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>Builds and maintains professional relationships inside and outside the organisation</li> <li>Makes a strong personal impression and influences others with a fair and considered approach</li> <li>Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>Uses humour appropriately to enhance professional relationships and interactions</li> <li>Pre-empts and minimises conflict by working towards mutually beneficial outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Ensures business plans and priorities are in line with organisational objectives</li> <li>Uses historical context to inform business plans and mitigate risks</li> <li>Anticipates and assesses shifts in the environment and ensures contingency plans are in place</li> <li>Ensures that program risks are managed and strategies are in place to respond to variance</li> <li>Implements systems for monitoring and evaluating effective program and project management</li> </ul>

## Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b> Finance	Advanced	<ul style="list-style-type: none"> <li>• Ensures the design/delivery of services is within budget</li> <li>• Explains the organisation's financial drivers to others in plain language</li> <li>• Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services</li> <li>• Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>• Seeks and applies specialist financial advice to inform decisions</li> </ul>
<b>Workforce Leadership</b> Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> <li>• Translates organisational vision and strategy into operational goals to help staff understand their own contribution</li> <li>• Builds a shared sense of purpose through involving people in defining priorities and cascading goals</li> <li>• Regularly communicates progress against business unit and organisational goals</li> <li>• Creates opportunities for recognising and celebrating high performance at the individual and team level</li> </ul>