**Position Description**

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| **POSITION DETAILS** | |
| **TITLE** | GOCO FINANCE LEADER |
| **DIRECTORATE** | GENERAL MANAGER - GOCO |
| **LOCATION** | Suite 206 Level 1/279B Marius St, Tamworth NSW 2340 |
| **AWARD BAND AND LEVEL** |  |
| **GRADE** | Grade 18 |

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| **RELATIONSHIP AND STAKEHOLDERS** | | |
| **REPORTS TO** | GoCo Executive Manager | |
| **DIRECT REPORTS** | GoCo Senior Finance officer  GoCo Finance officer | |
| **NUMBER OF EMPLOYEES** | 2 | |
| **KEY INTERNAL RELATIONSHIPS** | * GoCo Staff * Relevant Council Staff | * Actively support the interface of the Executive Manager GoCo with Key stakeholders |
| **KEY EXTERNAL STEKAHOLDERS** | * GoCo Customers * Suppliers * Funding Bodies | * Actively support the interface of the Executive Manager GoCo with Key stakeholders |

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| **THE WAY THIS POSITION SUPPORTS COUNCIL:** |
| Gunnedah Shire’s community is a vibrant regional hub supporting a diverse range of industries and economic development. Gunnedah Shire Council partners with our community to promote encourage and support sustainable regional development opportunities designed to enhance our Shire’s identity and quality lifestyle. By partnering with our community in this diverse way we show our commitment to providing them with excellent customer service and demonstrating how we integrate our core values of:   * Equity * Leadership * Efficient & Effective use of resources * Integrity * Openness and accountability and * Our commitment to providing safe and accessible spaces for our community   The role of GoCo Finance Leader is an integral part of our team and supports the commitment we make to our community in providing efficient, responsive, open and accessible service to them in the following ways:   * Demonstrate an appropriate knowledge of Council’s purpose, structure, values and services with particular emphasis on one’s own area of employment. * Display a customer focused attitude when dealing with both internal and external customers. * Communicate in a clear and concise manner when dealing with customers and fellow employees. * Deliver a high quality service and seek ways to improve work processes * Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale. * Demonstrate a commitment to the Council as the employer and maintain a high level of integrity and confidentiality. * Show respect to other employees and actively discourage all forms of discrimination and harassment. * Demonstrate an understanding of Council’s Work Health and Safety policies and procedures and conform to all OHS requirements of the job. * Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.   **This role is responsible for ensuring, but is limited to**   * Support the GoCo Executive Manager in effectively managing GoCo’s finances, consistent with accepted accounting standards and with achieving a breakeven outcome. * Assist the GoCo Executive Manager and GoCo staff in meeting funding agreement obligations. * Assist the GoCo Executive Manager with identification and management of financial risk. * Provide supervision and support to direct reports. * Attend and actively participate in meetings, as required. * Work to agreed individual performance objectives and training plans. * Maintain designated financial records and reports for GoCo. * Liaise regularly with the Council Finance Section on maintenance and development of financial policy and procedures relating to GoCo. * Participate in relevant meetings. * Perform other duties as directed * Provide quality administration support as required.   **Specific tasks are as follows**   * Assist the GoCo Executive Manager with the preparation of annual budget for the Council Operational Plan and LTFP. * Assist GoCo staff with regular monitoring of year to date budget performance and associated income and expenditure adjustments. * Assist the GoCo Executive Manager with quarterly budget review. * Advise Senior GoCo staff on financial policies and procedures and budget performance. * Maintain and provide recommendations on Council’s financial management system as it relates to GoCo. * Assist the Council Finance Section with management and recording of GoCo’s LTRP and Assets Plan including vehicle fleet management. * Support the GoCo Executive Manager with ongoing financial review, analysis and research. * Keep up to date with relevant financial legislation, tax treatments, departmental circulars and administration requirements. * Use Council’s financial management system to produce income and expenditure reports on a monthly basis for GoCo. * Conduct the exercise of GoCo’s program specific unit costing and full cost recovery where necessary * Prepare specific financial reports for the GoCo Executive Manager and other stakeholders as requested. * Preparation of financial statements for various programs of GoCo * Prepare financial reports to external funding bodies to auditing stage and lodge financial accountability reports with funding Departments including grant acquittals. * Contribute towards developing or updating GoCo specific policies and procedures and CQI register. * Managing GoCo’s finance team.   *This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Gunnedah Shire Councils core values, Code of Conduct and Equal Employment Opportunity Principles.* |

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| **KEY RESULT AREAS** | **TIME** | **KEY ACTIVITIES** |
| Finance |  | * Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used. * Regularly review and track budget expenditure. * Develop cost, quantity and time estimates for activities. * Assist in preparation of the annual budget. |
| Strategy |  | * Contribute to continuous improvement involving internal systems of work. |
| Customer/stakeholder employees are expected to convey a professional image of Council at all times |  | * Attend to staff requests and enquiries. * Provide specialist information and advice to customers. * Ensure accurate records are maintained in Council’s corporate systems as appropriate. * Participate in customer and stakeholder forums and meetings (LEMC). |
| Operations |  | * Ensure compliance within the scope of legislative requirements and Council polices. |
| WHS, Environment and Quality – all duties to be carried out in accordance with Council’s IMS and appropriate legislative requirements | WHS, Environment and Quality are inherent across all roles at Council and therefore has no specific weighting | * Participate in site inductions, risk assessments and inspections as appropriate. * Carry out all activities in accordance with the Council IMS requirements. * Ensure all employees, contractors and others on site comply with all relevant Council safe systems of work. * Conduct site induction including checking appropriate safety certification, explain site rules and incident reporting procedures for staff, contractors and others. |

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| **CAPABILITY FRAMEWORK** | |
| **ADEPT** |  |
| **MANAGE SELF** | * Initiates action on team/unit projects, issues and opportunities. * Accepts and tackles demanding goals with drive and commitment. * Seeks opportunities to apply and develop strengths and skills. * Examines and reflects on own performance. * Seeks and responds well to feedback and guidance. |
| **DISPLAYS RESILIENCE AND ADPATABILITY** | * Is flexible, showing initiative and responding quickly to change. * Accepts changed priorities and decisions and works to make the most of them. * Gives frank and honest feedback/advice. * Listens when challenged and seeks to understand criticisms before responding. * Raises and works through challenging issues and seeks alternatives. * Stays calm and acts constructively under pressure and in difficult situations. |
| **ACT WITH INTEGRITY** | * Acts honestly, ethically and with discretion and encourages others to do so. * Sets a tone of integrity and professionalism with customers and the team. * Supports others to uphold professional standards and to report inappropriate behaviour. * Respectively challenges behaviour that is inconsistent with organisational values, standards or the code of conduct. * Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest. |
| **DEMONSTRATE ACCOUNTABILITY** | * Is prepared to make decisions within own level of authority. * Takes an active role in managing issues in the team. * Coaches team members to take responsibility and follow through. * Is committed to safe work practices and manages work health and safety risks. * Identifies and manages other risks in the workplace. |

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| **ELECTION CRITERIA TO BE ADDRESSED** | |
| **QUALIFICATIONS** |  |
| **Essential**   * Tertiary qualification in Finance, Business or Commerce or currently undertaking such and/ or demonstrated experience. * A strong working knowledge of financial systems. * Demonstrated advanced level skills in the application of Microsoft Excel software. * Strong analytical and problem solving skills. * A commitment to continuous improvement principles, including a willingness to attempt new things. * Demonstrated customer service skills (internal and external). * Ability to work in a team. * Strong written and verbal communication skills with the demonstrated ability to clearly and concisely present complex issues to inform decision making at all levels. * Excellent time management skills with the ability to work autonomously. * Current Driver's License. * Staff management experience. | **Desirable**   * Knowledge of the Community Care Sector and Local Government. * Demonstrated capacity to effectively communicate with the frail elderly, people with a disability and their carers and people of Aboriginal and Torres Strait Island descent. * Cultural sensitivity. * CA (Chartered Accountant) or CPA (Certified Practicing Accountant) |
| **KNOWLEDGE AND EXPERIENCE** | |
| * Identifying, analysing and resolving problems.   Knowledge or experience in:   * Finance Data Systems * Staff management * Ensuring full compliance within the scope of financial reporting. * Extensive experience in Office Administration, including Microsoft Office Programs. * Applying professional interpersonal skills. * Developing work priorities. | |

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| **SIGNATORIES \*** | |
| **POSITION INCUMBENTS NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **SUPERVISOR’S NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| **MANAGER’S NAME** |  |
| **SIGNATURE** |  |
| **DATE** |  |

\* *Note that signing the Position Description indicates an agreement and acceptance of the content as at the date of signing.*