

POSITION DESCRIPTION

Position Title	Manager Financial Services
Division	Finance and Administration
Group	Finance
Responsible to	Group Manager Finance
Position Supervises	Direct: 3 Staff Indirect: 15 Staff
Position No.	TBC
Status	Permanent Full-Time
Hours	Reasonable hours as are necessary and notionally based on 35 hour week.
Remuneration	An annual Total Remuneration Package (TRP) range of \$145,356 to \$161,178 p.a in recognition of: <ul style="list-style-type: none"> • Market relativity • Additional hours worked required to meet position requirements and performance expectations • Access to IWC motor vehicle lease back scheme for private use. Which can either be a salary sacrificed packaged vehicle or as an after tax deduction (if taken up). • Option to Salary Sacrifice for nominated otherwise deductible items as requested (if taken up) The TRP may include the following components: <ul style="list-style-type: none"> • base salary and superannuation (SCG) contribution • market premium • cost of non-cash benefits • cost of fringe benefits tax (FBT)
Pre-employment checks Legislative requirements	<input type="checkbox"/> Police or criminal history check (for new staff) <input type="checkbox"/> Pre-employment medical
Date reviewed: 29 January 2017	Reviewed by: Group Manager Finance

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

As one of the three Level 4 senior positions in Finance, the position will provide strategic advice to the Leadership Team and Council on the management of financial operations. Reporting to the Group Manager Finance, it will manage financial services operations efficiently and effectively and, with the team, deliver positive outcomes for both internal and external customers.

It will provide leadership and direction to the Financial Services team consisting of Payroll, Rates and Accounts. The person in the role is expected to provide a consistent and high quality approach to services and project delivery and will be involved in Finance group planning and implementation of Finance group directions and systems.

SELECTION CRITERIA

Essential Criteria:

1. Tertiary qualifications in Accounting and significant experience in managing financial services functions including the management of investments, suppliers and treasury
2. Ability to lead and manage a team and its functions to achieve outcomes that address current challenges for the IWC and its commitments to the community
3. Demonstrated financial management and budgetary experience
4. Knowledge of the legislative and industry frameworks relevant to financial services
5. Strong interpersonal communication, collaboration and stakeholder management skills
6. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking
7. Knowledge and skills in contemporary management practices, staff management, performance management, staff development, change management and quality management systems
8. Commitment to and capacity to lead, initiate and implement Equal Employment Opportunity, Work Health & Safety, environmental management, ethical practices and probity principles at all times

Desirable Criteria:

1. Experience in managing rates and payroll functions within an organisation
2. Experience in using Finance One financial software or similar
3. Chartered Accountant (CA) or Certified Public Accountant (CPA) membership

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Coordinate the raising and collection of annual rates, domestic waste management and storm water charges
- Manage the calculation of the permissible yield for rates in accordance with legislative requirements
- Manage Council's investments portfolio to achieve optimal financial returns within agreed risk management parameters
- Manage Council's debt recovery activities to ensure that agreed timeframes are met
- Ensure payroll is delivered seamlessly in accordance with service standards
- Oversee credit card, cabcharge and other credit facilities operated from time to time
- Monitor and ensure that complaints are dealt with according to agreed timeframes and that staff display a strong customer service focus towards internal and external customers

- Develop, monitor and review internal control systems for cash, investments, expenditure, revenue and associated financial record keeping
- Provide assistance to Council's Internal Auditor on internal control issues
- Undertake actions and make autonomous decisions within Council policy, approved plans, staff delegations and relevant provisions of the Local Government Act

Financial Management

- Plan, develop, manage and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Regularly communicate with Group Manager and Finance staff with regards to the status of the team's budget, changes and/adjustments that need to be made to keep the budget current and accurate
- Investigate and pursue alternative income and revenue generation where available and possible, including grant and sponsorship management

Leadership and Service Management

- Lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Facilitate the development and implementation, review and maintenance of systems, policies and procedures
- Ensure that the Group Manager is informed of any issue which may affect staff, the community and/or service delivery
- Support and ensure the timely, systematic and innovative advice and reporting to the Executive and Leadership Team
- Lead and take part in collaborative decision making with the Group Manager, the Deputy General Manager and the rest of the Leadership team

Staff Management

- Lead, motivate, support, develop and manage staff in a way that is consistent with Council's principles/values, policies and systems
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

KEY RELATIONSHIPS:

Internal: Council, Leadership Team, managers and staff

External: IPART on rating matters, financial advisors on investment policy and practice, mercantile agents on debt recovery practices, banking executives on banking and loan raising, and the Office of Local Government NSW (OLG) and Local Government Super (LGS)

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

LEVEL 4 - MANAGERS

Level 4 Managers & Supervisors have the responsibility to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They also carry responsibility of enforcement of compliance by employees and non-employees within their area of control to all of Council's WH&S policies, procedures safe work practices and WH&S legislation. These responsibilities are performed and monitored by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the position of Manager Financial Services as detailed in this document.

Signature:

Date: / /