



POSITION DESCRIPTION

Position Title	Financial Reporting and Control Manager	
Directorate	Corporate	
Service Area	Finance	
Responsible to	Chief Financial Officer	
Position Supervises	Direct: 3 staff Indirect: 4 staff	
Position No.	IW0027	
Status	Full Time	
Hours	Reasonable hours are necessary and notionally based on a 35 hour week. Out of hours work may be required on occasion.	
Remuneration	<p>An annual Total Remuneration Package (TRP) range of \$174,849 to \$193,881 in recognition of:</p> <ul style="list-style-type: none">• Market relativity• Additional hours worked to meet position requirements and performance expectations• Access to IWC motor vehicle lease back scheme• Option to salary sacrifice for nominated otherwise deductible items as requested (if taken up) <p>The TRP includes the following components:</p> <ul style="list-style-type: none">• base salary and superannuation (SCG) contribution (currently 11%) <p>and may include;</p> <ul style="list-style-type: none">• market premium• cost of non-cash benefits <p>cost of fringe benefits tax (FBT)</p>	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Police Check	
Date reviewed: March 2024		Reviewed by: Chief Financial Officer

POSITION PURPOSE

As one of the leadership positions in the Finance section, the position will provide strategic advice to the Finance Leadership Team and Council on the management of financial operations. Reporting to the Chief Financial Officer, it will manage financial reporting 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 Reporting Team consisting of staff responsible for external reporting, assets and financial analysis. 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 the implementation of the Finance section's direction and systems.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Tertiary qualifications in Accounting with Chartered Accountant (CA) or Certified Public Accountant (CPA) membership, and significant experience in managing financial reporting functions of month end and year end processes that include financial analysis, account reconciliation and acquittals.
2. Ability to lead and manage a team and its functions to achieve outcomes that address current challenges for the organisation and its commitments to the community.
3. Demonstrated financial management and budgetary experience.
4. Sound knowledge of legislation relevant to local government operations including Accounting Standards and Codes of Practice and their application to reporting activities in a highly governed and audited environment.
5. Knowledge of financial asset management principles and experience managing the financial aspects of an asset management system.
6. Strong interpersonal communication, collaboration and stakeholder management skills.
7. High level analytical and problem-solving skills with the capacity to inspire or support innovative thinking.
8. Knowledge and skills in contemporary management practices, staff management, performance management, staff development, change management and quality management systems.
9. 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 using TechnologyOne Financial software or similar.
2. Ability to provide one-on-one or small group systems training and coaching
3. Team player

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Coordinate month-end and year-end processes and associated reporting requirements.

- Oversee the management of the Developer Contributions Register in accordance with legislative requirements.
- Coordinate the ongoing management of Financial Asset Management throughout the organisation.
- Monitor and ensure internal and external financial reporting deadlines are met in accordance with legislations and agreed service standards.
- Manage the preparation and deliver presentation of statutory reports including Annual Financial Reports and Special Schedules.
- Monitor and ensure all grants are expensed and acquitted in line with grant conditions.
- Review and sign off on grant acquittals and statutory returns within delegated authority.
- Oversee the management of Council's bank guarantees and security deposits in accordance with policy.
- Tax compliance and reporting.
- Financial Audits.
- Reconciliations and other financial housekeeping functions.
- Undertake actions and make autonomous decisions within Council policy, approved plans, staff delegations and relevant provisions of the Local Government Act.

Financial Management

- Regularly communicate with Chief Financial Officer 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 Chief Financial Officer 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 Team.
- Lead and take part in collaborative decision making with the Chief Financial Officer and the Executive 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, Executive Team, Managers and Staff in relation to variances in budget, grants and general financial management.

External: Division of Local Government on the Code of Accounting Practice and financial reporting matters.
External auditors in relation to the audit of annual financial accounts, internal controls and accounting policy.
Relevant funding bodies in relation to the grant managed and acquitted by Council.
Tax advisors.
Statutory bodies including the Australian tax Office (ATO) and the Office of Local Government (OLG).

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

MANAGERS / SUPERVISORS WITH STAFF REPORTING TO THEM AND/OR MAJOR PROJECT RESPONSIBILITY

LEVEL 4

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 Ensuring work/life balance
<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 and contractors
<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 **Financial Reporting and Control Manager** as detailed in this document.

Signature:

Date: / /