

Chief Financial Officer

Reports to	Director of Shared Services	Key Relationships or Direct Reports	Financial Accounting Coordinator
Classification	Senior Officer		Management Accounting Coordinator
Position number	331000		Revenue Services Coordinator Manager Procurement and Contracts

What will you do?

Service Delivery

- Provide strategic leadership, direction and governance to assist Manningham Council be financially sustainable and provide the best outcome for the organisation and community.
- Fulfil the role of CFO for Manningham Council and ensure ongoing compliance with relevant legislation.
- Implement service delivery frameworks that are legislatively compliant and financially responsible.
- Be an influential and key decision maker in relation to significant issues that have a cross organisational impact.
- Embed the customer charter in every aspect of service planning and delivery.

Systems and process

- Provide specialist technical advice to the Director Shared Services, CEO and the Executive Management Team that informs financial decision making at Manningham Council.
- Embed performance reporting mechanisms that measure service levels and customer satisfaction.
- Lead the development of long term financial strategies including Councils 10 year financial plan and provide expert and informed analysis and strategic policy and procurement leadership.

People

- Lead a large multidisciplinary team to be their best.

Who are you?

- A high performing professional with appropriate, relevant qualifications in financial management, business or other relevant field.
- A professional member of the Australian Society of CPAs or Institute of Chartered Accountants to the level of ACA or CPA.
- Extensively experienced in leading, developing and engaging a financial services and procurement teams in a large and complex environment to achieve strategic outcomes.
- A business management expert with a track record of delivering results and greater value in a variety of different environments.
- A strong collaborator who adds value to the organisation with proven ability to build, influence and maintain relationships with key stakeholders.
- An innovative strategist who develops and delivers strategic plans that are forward looking and delivery focused.
- Politically astute, and comfortable with managing issues within a complex political environment.
- Comfortable with the concept of a changing environment and able to take others along a journey of change.

What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.

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| <ul style="list-style-type: none"> • Create, model and implement a leadership environment based on trust, empowerment and accountability. • Coach others and inspire them with enthusiasm, positivity and genuine commitment to the organisation. • Develop others to reach their full potential. • Effect cultural change to achieve our goals and objectives. | <ul style="list-style-type: none"> • Be flexible, responsive and prepared to step-up in times of need. |
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What are your key responsibilities?

Service delivery	<ul style="list-style-type: none"> • Develop and lead a proactive and customer focused financial services delivery model that meets the needs and expectations of the community. • Lead the annual budgeting process and provide high level reporting to Director Shared Services, CEO, members of the Executive Management Team and Council. • As a key member of the Capital Works Committee, work closely with City Services to provide financial oversight of the Capital Works program. • Develop, monitor and deliver operational and capital works budgets. • Deliver processes for the development of Council and organisational business plans, including performance monitoring and reporting. • Provide high level and expert strategic advice and recommendations to the Director, CEO and Councillors. • Promote stakeholder understanding of council's role and enhance our reputation through collaborative relationships and partnerships with stakeholders including community, business, not-for-profits and government. • Develop and deliver other specific annual business plans as required, which align with budget and deliver strategic plans. • Represent us as a leader in the industry and provide insight and intelligence to inform strategic planning. • Deliver and present integrated and complex reports to the executive team and Councillors.
Systems and process	<ul style="list-style-type: none"> • Lead the development and implementation of effective and accountable financial planning and accounting policy, guidelines and procedures. • Lead the development of service based costing that informs understanding of best value and sustainable service delivery including the co-ordination of organisation cost and revenue targets • Lead the development of a financial reporting framework that promotes and empowers managers to make financially responsible decisions. • Sponsor projects that provide strategic and operational benefit to all of Manningham.

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	<ul style="list-style-type: none"> • Drive continuous improvement, automation and robust information management systems and practices. • Lead the preparation of statutory, financial and related statistical returns, including annual Financial Statements, Annual Grants Commission returns and monthly financial reports. • Design and deliver financial service strategies that deliver the Council Plan and enable us to meet long term challenges.
People	<ul style="list-style-type: none"> • Provide proactive and dynamic leadership to the Unit which comprises Financial Accounting, Payroll, Systems Accounting, Management Accounting, Rating and Revenue Services and Procurement and Contracts. • Deliver appropriate and timely people management practices including succession plans for key positions. • Make high level decisions and provide expert advice in relation to significant employee relations matters. • Undertake workforce planning to ensure the right resources are available to support business performance. • Deliver the annual performance and development process for the team within allocated timeframes. • Be a mentor and role model with a focus on staff development and engagement

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for the leadership, direction and management of the Finance and Procurement teams • Accountable for the provision of strategic, effective, accurate and timely financial information and recommendations to the CEO and Executive Management Team. • Responsible for the development, review and implementation of systems, policies and procedures that support positive long term financial outcomes for Manningham City Council and that (MCC) align with strategic objectives.
Judgement and decision making	<ul style="list-style-type: none"> • Ability to review alternate courses of action and make decisions in relation to the application of MCC's strategic objectives and delivery of operational requirements with minimal direction • High level analytical skills, including the ability to develop innovative solutions to complex problems and present recommendations to executive management • Highest standards of financial probity.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Significant experience in the coordination and preparation of long term financial plans and annual budgets • Significant experience in the coordination and preparation of monthly reports and forecasting • Excellent knowledge of accounting standards and solid understanding of relevant legislation and its application to ensure statutory requirements are met • Knowledge of government and/or local government organisations and associated financial procedures and responsibilities.

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Management skills	<ul style="list-style-type: none">• Demonstrated ability in leading a multi-disciplined team• Ability to challenge the status quo and encourage team members to continuously improve services and processes with a focus on best practice customer service• Demonstrated ability to complete tasks to a high standard within tight timeframes and flexibility to respond to changing priorities.
Interpersonal skills	<ul style="list-style-type: none">• Highly developed negotiation skills and the ability to influence outcomes to achieve organisational objectives• The ability to build and establish strong stakeholder partnerships and relationships with senior management and external partners and stakeholders.• Excellent written and verbal communication skills including the ability to prepare concise and accurate reports.• Ability to influence and strengthen team relationships and organisational culture
Qualifications and experience	<ul style="list-style-type: none">• A professional member of the Australian Society of CPAs or Institute of Chartered Accountants to the level of ACA or CPA.• Extensive experience leading and developing high performing Financial or Procurement teams in a large complex environment to achieve strategic outcomes.