



Position Description

Role:	Chief Financial Officer
Department/Section:	Corporate Services/Finance
Reports to:	Director, Corporate Services
Responsible for:	7 Staff

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

This position ensures the effective, transparent management of Councils finances. This role is responsible for providing accurate and meaningful financial information to Council, the staff and community to inform decision making and to promote accountability, whilst ensuring that Council's statutory financial reporting requirements are met.

KEY RESPONSIBILITIES

Management

- Lead, inspire and manage the Finance teams to achieve the outcomes identified in MOSPLAN
- Ensure that staff respond courteously and efficiently to enquiries and requests from internal and external customers and that the image of Council is projected as professional, efficient and courteous
- Provide direction, support and staff annual performance reviews and identify and promote professional and career development opportunities for Finance team members
- Lead the strategic planning for the Section within Council identified priorities
- Make a positive contribution to the preparation and review of MOSPLAN, and actively involve Finance staff in the process
- Manage risk, budget, resources and facilities associated with the Section
- Ensure all work undertaken is in accordance with legislative, industrial and Council policy requirements and standards in the areas of EEO and WH&S
- Participate in and contribute to planning processes and other regional initiatives coordinated by NESROC

Financial Management Reporting

- Oversee the preparation of Council's Annual Budget, Quarterly Financial Reviews and Financial Statements
- Maintain Council's 10-year Financial Plan
- Work with the Manager Assets & Services to action the Council's Capitalisation & Disposal Policy for Infrastructure Assets
- Provide information to support the Internal and External Audit function of Council
- Manage Council's investment portfolio and investment of surplus funds and report monthly to Council
- Provide advice to Council and Senior Management on financial matters
- Assist all Managers to co-ordinate applications for grants and or subsidised funding schemes (ie Local Infrastructure Renewal Schemes) and their subsequent acquittal

Administration

- Attend Council meetings as required in the position (Minimum of 1 per month) or whilst acting as Director
- Assist Manager Governance in the recording and publishing of Council Meeting Minutes as and when required

Rates, Revenue, Property

Oversee:

- the maintenance of the Rates and Properties Database
- levying of Rates
- management of outstanding debts and debt reconciliation
- pension claims
- Co-ordinating the issuing of annual Foreshore Parking stickers to ratepayers

Accounts Payable and Accounts Receivable

- Oversee management of accounts payable and accounts receivable including data collections

Other

- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Director as required

WORK HEALTH AND SAFETY RESPONSIBILITIES

This position is responsible for its respective area and shall promote and oversee the compliance and continued improvement of the WHS Management System.

In particular, the Chief Financial Officer will:

- Effectively communicate Council's WHS Corporate Practice and supporting policies and procedures to all employees and contractors
- Ensure all employees and contractors comply with the requirements of the WHS Corporate Practice and associated procedures
- Identify, assess and control hazards within your area of operation
- Prepare, review and monitor compliance of safe work method statements (SWMS) and safe operating procedures (SOP) specific to your area of operation

- Promptly address WHS matters raised by Coordinators or Team Leaders
- Inform the Executive of all aspects of implementation of the WHS Corporate Practice within your area of responsibility
- Evaluate employee performance and make arrangements for training to meet skills gaps on a routine basis
- Ensure all staff comply with WHS requirements, and take appropriate disciplinary action in response to breaches of WHS requirements, non-compliance with safe work procedures and/or unsafe behaviour
- Identify changes in the workplace or variations to operations that may adversely affect safety and communicate the situation to the WHS Officer or equivalent for assistance with potential resolution (where required)
- Reward and recognise employees for good safety performance
- Fulfil "worker" WHS responsibilities as listed in Mosman Council's Work Health and Safety Corporate Practice

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Relevant tertiary qualifications and a commitment to keeping knowledge current
- At least 5 years' operating at a senior level in local government or similar in the finance industry
- A thorough working knowledge of the Local Government Act, associated Financial Regulations, Australian Accounting Standards, Local Government Code of Accounting Practice and Asset Accounting Manual is required.
- An ability to think and plan strategically
- An ability to translate plans into action and get results
- An ability to motivate, lead and manage staff to maximise their performance and their job satisfaction

- Project management skills, including being able to demonstrate an ability to lead, manage, monitor, and review projects, and an ability to manage multiple projects simultaneously
- Knowledge of and experience in corporate governance and risk management, including budget preparation and financial control, work health and safety and information management
- A commitment to continuous improvement and experience in leading initiatives that add value, improve and enhance services, processes and practices
- Exceptional communication skills including high level writing skills for a range of publications and audiences, and experience in leading and managing consultation processes. Strong negotiation and problem solving skills
- A capacity to operate effectively in a political environment
- Valid COVID-19 Vaccination Certificate

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Relevant tertiary qualifications and a commitment to keeping knowledge current.
Experience:	At least 5 years' operating at a senior level in local government or similar in the finance industry. A thorough working knowledge of the Local Government Act, associated Financial Regulations, Australian Accounting Standards, Local Government Code of Accounting Practice and Asset Accounting Manual is required.
Commencing Salary / Range:	Group I Council Salary System plus Superannuation Entry Level Exec Level 2 to Band 8, Exec Level 2
Position Approved By:	Director Corporate Services
Approved Date:	October 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....