

Unit Manager Finance

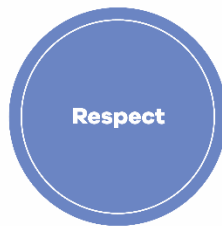
Position Description



Moreland
City Council

Position number:	3449
Classification:	Senior Executive Officer (Level 4)
Award / LWAA:	Moreland City Council Enterprise Agreement
Department / Branch	Finance and Procurement
Branch:	Business Transformation
Unit:	Finance
Reports to:	Chief Financial Officer
Supervises:	Coordinator Management Accounting Coordinator Financial Accounting Team Leader Rates Services
Approved by:	Director Business Transformation

Organisational values:



Position objectives

A key senior leadership role within the Moreland Senior Management Team, this position is responsible for:

- Supporting the Chief Financial Officer to ensure the financial health and long term financial sustainability of the Council.
 - Implementing a culture that leads to greater excellence or continuous improvement.
 - Leading the implementation of new processes, activities or culture that enhance the customer experience.
 - Building and leveraging formal or informal high performing partnerships.
 - Ensuring the development and implementation of financial planning, budgeting and reporting systems across all business units including maintenance of financial records in compliance with the requirements of the Local Government Act 1989, Local Government (Accounting) Regulations, Australian Accounting Standards, Australian Tax Legislation and policies as adopted by Council.
 - Providing training and technical support to personnel within the organisation on budget, taxation and general financial management issues.
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Key responsibility areas

- Support the CFO to develop and implement an integrated financial performance framework and the development of policies and programs across the organisation that will embrace long term financial sustainability.
- Ensure that relevant policies, procedures and work practices are implemented and adhered to in line with financial sustainability, regulatory requirements and corporate policies.
- Contribute to the development and achievement of the Annual Budget, Long Term Financial Plan, Revenue and Rating Plan and any related Plans linked to the wider goals and objectives of the organisation.
- Develop and implement a plan to execute organisational strategy by prioritising and assigning resources and accountabilities.
- Ensure timely and comprehensive responses to Council Action Plans, Audit & Risk observations and External Audit Findings.
- Analyse information, generate alternatives, and commit to decisions that are consistent with organisational strategies.
- Persist in executing organisational strategies even when faced with obstacles.
- Contribute to the goals and objectives of the Finance Leadership Team.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Ensure strong and effective fraud and corruption controls are in place and regularly reviewed.

Lead High Performance Work Groups - *Implements a culture that leads to greater excellence or continuous improvement*

- Recruit, develop and lead specialist and skilled employees, coach and motivate them to achieve high standards of performance and deliver effective operations.
- Build and nurture a cohesive, high-performing work group by clarifying accountabilities, involving the group in decisions, and providing resources.
- Inspire high levels of group performance by communicating and modelling the organisation's vision and values.
- Gain the trust of work groups by being honest and consistent, keeping commitments, exchanging ideas openly, and providing support.
- Stay current and up to date with relevant sector and legislative changes.

Create a Customer Service Culture - *Leads the implementation of new processes, activities or culture that enhance the customer experience;*

- Ensure that the highest quality customer service is provided to customers both internal and external, through partnering with the organisation and instigating feedback, in alignment with the Moreland Promise.
- Make customer satisfaction the primary focus when implementing new processes, activities, or culture.
- Communicate effectively, develop strong and positive relationships with all customers.

Drive cross-functional partnerships – *Builds and leverages formal or informal high performing partnerships*

- Build strategic relationships between the Finance team and other teams, departments and organisations to achieve business goals.
- Build business partner relationships and provide leadership in matters pertaining to financial management and provide advice and support.
- Participate in Council working groups and steering committees as and when required.
- Work collaboratively with managers and other leaders on corporate projects and or strategic reviews to ensure integrated, efficient and effective outcomes for the organisation.

Position specific specialisations

Supporting the Chief Financial Officer (CFO) to ensure that Council meets its statutory and other financial reporting obligations such as annual financial statements, annual budget, 4 year Strategic Resource Plan and 10 year Long Term Financial Plan.

Financial reporting (Financial and management accounting):

- Ensure forward planning for the development and maintenance of Council's financial systems and controls in accordance with industry standards for improved accountability and public reporting standards.
- Ensure the council, organisation's Senior Management Team and managers receive accurate and timely financial information and that they are conversant with methods for investigating and explaining variances and anomalies and receive assistance where required.
- Ensure integrity and accuracy of outputs and appropriateness of design of internal financial management reports and processes which service all levels of the organisation from Council to team leaders.
- Facilitate and lead the preparation of the Annual Financial Statements and ensure compliance with Australian Accounting Standards and all relevant legislative requirements.
- Facilitate the preparation and approval of the annual budget and quarterly reforecasting process.
- Ensure the accurate and timely preparation of statistical returns including Victorian Grants Commission and other grants acquittals.

- Manage the Council's treasury function including investments and borrowings.
- Ensure the accurate and timely preparation and submission of all Council tax obligations.
- Prepare reports and correspondence as required or directed by the CFO.

Rates Services:

- Oversee the rates function by ensuring that all rates and revenue functions are proactively coordinated and effectively managed in accordance with established timelines, quality standards, budget, Council policies and related legislation.
- Oversee a customer focused rates and revenue service to clients (internal & external) by ensuring that all rate & revenue administrative functions are processed in an accurate and timely manner with appropriate supporting documentation in accordance with council procedures.
- Oversee the timely collection of debt from all external parties with consideration for management of Hardship considerations.

System management:

- Manage the relationship with Council's outsourced provider of systems operations and maintenance through an AMS agreement.
- Represent Council on financial software user group committees ensuring maintenance, support and revisions have Council's input.
- Ensure security and access for the suite of financial software is actively managed.

Policy development:

- Ensure the development of both corporate and departmental policies and procedures that are responsive to customer need, promote service effectiveness and efficiency.
- Develop accounting policies for the organisation within Local Government guidelines and requirements.
- Provide prompt financial analysis and advice on the impact of legislative changes, strategy, programs, policy options and decisions.

Other duties:

- Required to undertake other duties as directed.

Leadership competencies

Competencies:

- **Community and Customer First:** Building strong customer relationships and delivering community / customer-centric solutions.
 - **Ensures Accountability:** Holding self and others accountable to meet commitments.
 - **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
 - **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
 - **Drives Results:** Consistently achieving results, even under tough circumstances.
 - **Plans & Aligns:** Planning and prioritizing work to meet commitments aligned with organisational goals.
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Organisational relationships

Internal Relationships	The Executive; Senior Leadership Team (SMT); All Staff; Mayor and Councillors
External Relationships	Software User Groups; Other Councils; Community Groups; Government Departments & Agencies
Extent of Authority	The Unit Manager Finance is supported to make all decisions in relation to their Unit by the Chief Financial Officer and Director Business Transformation in accordance with Council's policies and procedures, Council authorisations and the instrument of sub-delegations from the Chief Executive Officer.

Task analysis

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional
Performing clerical duties	✓		
Working on a keyboard	✓		
Driving cars and/or trucks			✓
Other (please specify			

Key selection criteria

- Degree in accounting, commerce or related field and is a qualified Chartered Practising Account (CPA) or Chartered Accountants (CA).
- Proven line management experience leading and motivating people.
- Substantial experience with managing budgetary processes and financial statements in large/complex organisation.
- High level of technical competence in all facets of accounting.
- Experience in leading and delivering accounting/finance services, within a Government environment would be an advantage.