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| **Position Title:** | **Financial Controller** |
| **Position Code:** | P024 | **Reviewed:** | 27/01/2023 |
| **Award Classification:** | **Band:** | 3 | **Level:** | 4 |
| **Salary System Grade:** | **Grade:** | 7 | **Minimum Level:** | Entry |
| **Approved:** | Josh Hogan | **Date:** | 11/03/2024 |

**Primary Purpose of the Position**

The Financial Controller provides coordination and leadership across the Finance unit to achieve effective delivery of operational requirements in accordance with Council’s Strategic and Operational Plan. The Financial Controller will be responsible for leading and managing the Financial Services team - fostering a culture of continuous improvement, collaboration, accountability and professional development. Reporting to the Chief Financial Officer, the Financial Controller will assist Business Unit Manager’s across Council to ensure budget responsibilities are met.

**Job Specific Key Accountabilities**

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| job-specific-icon | The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this job is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council’s **Our People Capability & Behaviour Framework**: |

1. Lead and manage the Financial Services team - including financial accounting, management accounting, payroll, revenue, cash management and insurance.
2. Develop, implement, monitor and continually improve finance-related systems, policies, processes and internal controls.
3. Provide a coordinating link between the Chief Financial Officer, Financial Services team and Business Unit Managers.
4. Facilitate the preparation and management of the financial aspects of the Strategic and Operational Plans, in accordance with Integrated Planning and Reporting requirements.
5. Manage the preparation of annual budgets, medium- and longer-term financial strategies, asset accounting, quarterly budget reviews and ongoing financial reporting within required standards and timeframes.
6. Manage the timely preparation of the Annual Financial Statements and external audits.
7. Oversee the preparation of the Financial Services unit budget, and manage the approved budget appropriately, reporting any significant variations and proposed offsets to the Chief Financial Officer.
8. Liaise with and proactively manage the relationships with Business Unit Managers, Council’s auditors and other relevant external bodies.
9. Provide financial guidance to staff, promote sound financial management practices across Council and foster adherence to Council policies, procedures and processes.
10. Any other such duties that are commensurate with the employee’s skill level, competency and training.

**Key Capabilities**

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This job requires the following level of capabilities and behaviours in accordance with the Framework:

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|  | **1****Fundamental** |  | **2****Developed** |  | **3****Advanced** |  | **4****Highly Advanced** |  | **5****Expert** |
|  |[ ]   |[ ]   |[x]   |[ ]   |[ ]

The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

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| **Muswellbrook Shire Council Capability Framework** |
| **Group and Capability** | **Capability & Behaviour Descriptors** |
| people-management-icon | **Management:** Develop and manage people | * Implement clear performance standards to achieve goals, and provide constructive feedback
* Create learning opportunities to enhance capability, and coach and mentor staff
* Resolve team and individual performance issues effectively
 |
| core-icon | **Accountability:** Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies | * Demonstrate accountability and set an example for others
* Support the consistent application of delegations of authority, legislative frameworks and policies
* Identify and implement safe work practices, and apply a systematic risk management approach to operations
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| core-icon | **Effective Communication:** Listen, interpret and convey information in a clear and respectful manner | * Pitch communication delivery to the audience and setting and clearly explain complex concepts
* Encourage and facilitate productive discussions with employees and stakeholders
* Encourage the prevention of non-productive conflict and communicate with all parties through the process of resolving the conflict
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**Key Tickets, Qualifications and Other Skills**

1. Degree in Finance, Accounting or equivalent with 7 years senior financial management experience.
2. CA or CPA desirable.
3. Local Government experience (desirable)
4. Previous experience in using Civica’s Authority System (Desirable).
5. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
6. Demonstrated **Advanced** level key capabilities as defined in the *Key Capabilities* Table (above).