
Coordinator Financial Services



Position description

November 2021



Northern Grampians Shire Council
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Position description

Position title	Coordinator Financial Services
Classification	Band 7
Directorate	Corporate Services
Department	Financial Services

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position provides strategic financial advice, asset management accounting and organisational support for systems to ensure future financial sustainability and organisational procurement requirements are met.

Key responsibility areas

- Provide high level, quality and timely budget and financial management advice and reports to the organisation.
- Undertake the monthly reporting process and forecasts.
- Be the key point of contact for departmental budget reviews.
- Investigate budget variances to assist with monthly variance analysis
- Maintain effective relationships with management and staff to ensure deadlines are consistently met
- Provide strategic expert advice in the development and planning of the Council's annual budget
- Maintain and review the short and long-term financial planning strategies for Council that relate to the long term financial plan.
- Oversee fleet management finance and accounts payable functions.
- Oversee the asset accounting function to ensure compliance and reporting requirements are met with regard to relevant legislation and accounting standards.
- Prepare the annual financial statements and reconciliation including performance reporting framework and preparation of the Victorian Grants Commission (VGC) return.
- Maintain the investment portfolio and optimise the returns from Council's cash investments in accordance with the law, policy and local government guidelines.
- Develop, implement, monitor and review accounting and procurement policies and procedures for the organisation within local government legislation, guidelines and other requirements and best practice
- Ensure full compliance with the Local Government Act, Local Government Regulations, Ministerial Guidelines, Australian Accounting Standards and all other relevant statutes within a strategic financial context.
- Ensure forward planning for the development and maintenance of Council's financial systems and controls in accordance with relevant Australian Accounting Standards for improved accountability and public reporting standards.
- Develop, implement and maintain procurement procedures that are compliant with financial, public records and local government legislation.
- Prepare, deliver and review training materials for procurement and budget management.
- Ensure grants are included to relevant financial reports and budgets in line with the relevant funding agreements.
- Ensure grant acquittals are undertaken in a timely manner.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Manager Financial Services
Direct reports	Finance Officer Contracts & Procurement Officer Accounts Payable Officer Finance Support Officer
External relationships	State and federal government departments/agencies Internal & External Contractors Consultancy and other providers Local Government network groups, community groups, industry and business groups General public Committees of Management User Groups
Internal relationships	All Council employees

Accountability and extent of authority

This position is accountable for:

- Ensuring budget information is maintained in an accurate and timely manner
- Delivering timely financial reports and information
- Ensuring procurement policies are adhered to
- Ensuring funding is optimised and related reporting is completed in an accurate and timely manner

This position has the authority to:

- Provide assistance on strategic financial activities
- Assist in the development, support and implementation of strategic financial policies under the general direction of the Manager Financial Services

Freedom to provide specialist advice subject to professional and regulatory review.

Judgement and decision making

- Exercise professional judgement on processes and systems to be used in matters in which the position is involved.
- Ability to problem solve and use initiative, including use of accounting procedures and standards.
- Exercise judgement and discretion regarding confidential issues.
- Guidance and advice is not always available within the organisation.

Specialist skills and knowledge

- Proven practical experience in working with financial systems.
- Demonstrated understanding of general financial principles and their application in a Local Government context.
- Working knowledge and understanding of
 - accounting principles and concepts including but not limited to:
 - Accounting Standards
 - Financial provisions of the Local Government Act 1989 (and 2020) and the various Local Government Regulations
 - GST and FBT implications, and the application of these in a Local Government context
 - the requirements for preparation of budgets, submissions and reports
 - asset management in a Local Government context
 - the requirements for preparation of annual accounts to trial balance, desirable
- Proficient in delivering services against standard procedures
- Proven experience in the use of and familiarity with office management computer software

Management skills

- Ability to manage conflicting priorities and be able to deliver positive outcomes for customers.
- Skills that include the ability to work in a positive and collaborative way across organisational boundaries.
- Ability to motivate staff at all levels by leading and influencing them to achieve objectives
- Ability to make decisions, supervise staff and delegate tasks
- Ability to manage, support and develop a team
- Ability to manage time, set priorities and work to deadlines to achieve specified objectives in the most efficient way possible within available resources and time.
- Understanding of and the ability to implement practices relating to EEO, OH&S and other HR and employee training and development requirements.
- Ability to solve problems through analytic reasoning and integration of wide ranging and complex information
- Ability to undertake strategic research, analysis and interpretation of information
- Ability to plan, introduce and manage change.

Interpersonal skills

- Ability to manage oneself in a manner that provides a positive and supportive influence on other staff.
- Ability to communicate sensitively and appropriately with, and understand the needs of, people from a diverse range of socioeconomic and ethnic backgrounds
- Excellent written and verbal communication skills including the ability to write detailed reports and resolve planning issues through effective mediation, negotiate and conflict resolution
- Ability to communicate with and understand the needs of staff.
- Ability to communicate with a range of service providers and professionals, internal and external to Council, to achieve the position objective.
- Demonstrated ability to work in a politically sensitive environment

Qualifications and experience

- Tertiary qualification in accounting
- Experience in areas relevant to the requirements of this position
- Ability to write reports in finance field and/or prepare external correspondence
- Experience in planning, policy formulation and implementation.
- Experience in analysis and interpretation of information to develop strategies and policy

Selection criteria

1. Relevant qualifications and experience as listed above.
2. Working knowledge and understanding of accounting principles and concepts including but not limited to: Accounting Standards and Financial provisions of the Local Government Act 1989 (and 2020) and the various Local Government Regulations
3. Excellent written and verbal communication skills including the ability to write detailed reports and resolve planning issues through effective mediation, negotiate and conflict resolution
4. Demonstrated ability to work in a politically sensitive environment
5. Ability to manage, support and develop a team

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

COVID-19 Vaccination – All Council appointments must provide evidence of their vaccination status to meet mandated vaccination requirements.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	November 2021
Prepared by	Manager Financial Services
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]