

POSITION DESCRIPTION

BUDGET COORDINATOR

Position Description

Directorate:	Corporate and Community Services
Reports to:	Manager Financial Services
Position Number:	FS2
Classification:	Grade 5 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To provide a quality service to Councils' internal and external customers, ensuring compliance with legislation and key responsibilities are fulfilled within a timely manner.

Key Responsibilities

Management Accounting

- Coordinate and oversee the preparation of the Annual Budget and Long-term Financial Plans as part of the Resourcing Strategy, in consultation with the Manager Financial Services.
- Monitor and advise senior management of any matter that may have an impact on the Council's long-term financial position.
- Assist in maintaining Council's chart of accounts, and be custodian of the corporate budget system, to ensure that all financial transactions are recorded accurately, effectively and efficiently.
- Liaise with budget managers to ensure financial information is up to date and timely explanations of any significant budget variances are obtained.
- Ongoing monitoring of Council's operating and capital budgets to ensure budget KPI's are met.
- Manage Council's financial reserves and ensure accurate reporting to enable the production of timely reviews and statements.
- Prepare Quarterly Budget Reviews and report to Council in consultation with the Manager Financial Services.
- Develop and maintain monthly and quarterly planning, forecasting, and reporting processes to enable proper understanding of issues.

- Facilitate training and workshops to budget managers on budgeting and management reporting, including initial development of reporting.
- Drive continuous process improvements and best practices to enhance the effectiveness and efficiency of the planning and reporting processes.
- Support preparation and review of budget policies, procedures and guidelines.
- Update Management on any changes or new requirements in relation to financial functions.
- Contribute to the development and implementation of Council's strategic plans, as required.
- Prepare routine correspondence, documents, presentations and written reports to Council as required by the Manager Financial Services.

General Finance

- Provide support and assistance across all areas of the Finance section as required.
- Assist in meeting the Finance section's objectives as detailed within Council's Integrated Planning and Reporting Delivery Program.
- Liaise with internal and external clients promoting Council as both an efficient and professional service provider.
- Respond to customer enquiries both verbally and in writing ensuring that information provided is accurate and in accordance with Councils' policies, guidelines and all other relevant legislation including the Privacy Act (or equivalent).
- Ensure the accuracy of data entered to all systems can be relied upon as true and correct and that all data is validated against set criteria.
- Carry out tasks with the aim of minimising errors, waste and inefficiency.
- Complete all related financial reconciliations and reports as required.
- Process documents, develop and maintain written procedures, prepare correspondence and minutes and prepare and maintain complex spreadsheets as required.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	Nil
Indirect Reports	Nil

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Tertiary qualifications (or nearing completion) in Accounting or relevant discipline and/or equivalent industry experience.
- Proven experience in accounting processes, including formulating and monitoring budgets, financial reporting, developing costing and business planning together with the ability to use financial software packages ensuring accuracy and integrity of data input.
- Demonstrated knowledge of risk management procedures.
- Demonstrated experience in mentoring and tutoring budget managers.
- Excellent communication skills, verbal, written and customer service skills with the ability to manage enquiries and complaints with sensitivity and discretion and to apply conflict resolution principles.
- Well-developed organisational skills with the capacity to prioritise work within an environment of fluctuating workloads and changing priorities.
- Advanced level skills in Microsoft Office Word, Excel and finance specific packages.

Desirable

- Knowledge of the NSW Local Government Act and Regulations.
- Local Government experience.
- TechnologyOne experience.

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

EMHR:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)