

Position Description

Position title	Team Leader Finance
Reports to	Manager Finance
Direct Reports	5
Department	Community & Corporate Services
Classification	Level 6, Local Government Industry Award (Stream A)
Last Review Date	December 2019

Position Summary

The Team Leader Finance reports to the Manager Finance and is responsible for delivering financial, management, and system accounting services as required by the Financial, Management and System Accountant leads, and for the effective supervision and leadership of direct reports.

This position is responsible for ensuring the completion of financial activities in a timely and professional manner, compliant with relevant legislation and accounting standards. In addition to financial, management and system accounting activities, this role manages asset accounting and accounts payable functions.

Position Specific Accountabilities

- Coordinate resources across financial, management and system accounting tasks to support senior finance leads.
- Assist with the development and completion of financial activities such as budgets, budget reviews, financial statements, audits, month end processes, treasury functions and the implementation of system process improvements.
- Plan, negotiate and coordinate workloads to ensure the accounting tasks are completed on time and in a professional manner, compliant with applicable legislation and accounting standards.
- Guide, coach and support the development of staff.
- Develop a customer service focused team that engages with stakeholders to provide strategic financial support and identify continuous improvement opportunities.
- Develop positive working relationships with all areas of council and create a welcoming environment for customers to seek advice and support on finance related matters.
- Apply creativity and problem-solving techniques to process and system errors and identify, test and implement solutions.
- All other duties commensurate with this level.

Supervisor Accountabilities

As a supervisor the Team Leader Finance is responsible for;

- Meeting the requirements of the TRC Corporate Plan, Budget and Operational Plan.
- Providing effective leadership and staff capability development to ensure alignment with TRC values, achievement of organisational KPI's and a positive contribution to a dynamic workplace culture.
- Developing and maintaining relationships with community and key stakeholders that contribute to positive outcomes for the community.

Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
- TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the Local Government Act 2009, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
- Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from Council.

Selection Criteria

Essential

- Demonstrated supervisory experience.
- Demonstrated experience with and understanding of management, financial and systems accounting.
- Demonstrated time management skills with competing priorities.
- Demonstrated high level problem solving and investigation skills.
- Demonstrated high level customer service skills with the ability to develop and maintain professional working relationships.
- Demonstrated ability to lead by example and foster a positive culture in a team environment.

Qualifications

- Financial / Business / Commerce Degree
- Certified Practising Accountant (CPA) and/or Chartered Accountant (CA)

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	



CREATIVITY



INTEGRITY



TEAM WORK



CUSTOMER SERVICE