



POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER

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|--------------------|--|
| Department: | Finance |
| Reports to: | Director Corporate & Community Services |
| Location: | Coolah |
| Grade: | 19 |

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The primary purpose of this position is to:

- manage the financial planning and reporting functions for Council;
- provide strategic advice to the Executive Leadership Team regarding Council's financial position and performance, including business strategies to improve Council's financial position and sustainability;
- provide a comprehensive financial and management accounting service to all functional areas of Council, ensuring appropriate financial corporate policies, guidelines and procedures are maintained;
- manage the finance team and its functions to ensure services are provided efficiently and effectively; and
- ensure that key responsibilities are carried out in an efficient and conscientious manner within set timeframes, deadlines and budget constraints.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- ensure that operational and regulatory requirements are met for Council's finance function in an efficient and timely manner;
- prepare, manage and control Council's annual budget, including providing regular reports such as the Quarterly Budget Review Statements;
- prepare Council's annual financial statements in an efficient and timely manner;
- contribute to Council's Integrated Planning and Reporting Framework, as required;
- manage Council's loans, investments and cash flow to maximise the revenue received on investments;
- liaise and communicate with Council's Executive Leadership Team in relation to financial matters affecting Council;
- provide information, advice and reports as required by the Director Corporate and Community Services;
- provide advice on ways in which Council can improve their financial position in both the short and long term;
- provide a comprehensive financial and management accounting service to all functional areas of Council;
- put in place strategies to ensure appropriate financial corporate policies, guidelines and procedures are maintained across the organisation;
- oversee Council's purchasing function;
- support Council staff to apply for funding, including developing appropriate costings, budgets as well as assisting with acquittals and reporting requirements;
- lead and manage the Finance team;
- lead and manage the functions and delivery of services provided by the Finance team in line with the annual budget and operational plan;
- monitor relevant legislation and policies to ensure Council's ongoing compliance; and
- undertake other duties as directed that are within the employees skill, competence and training.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

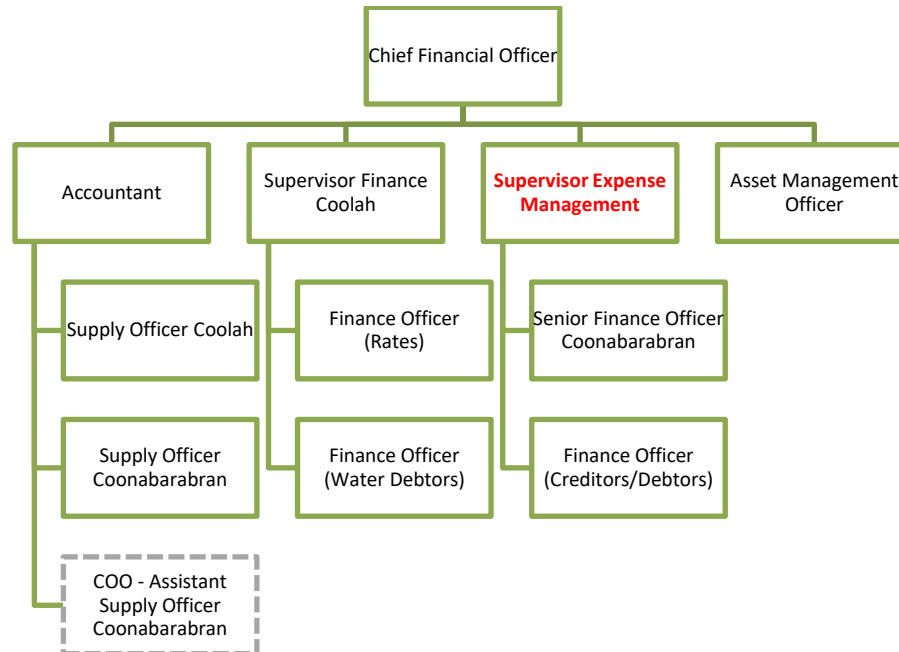
ESSENTIAL REQUIREMENTS

- 1 Commitment to Council's Mission, Values and Code of Conduct
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements
- 3 Formal qualifications at a degree level in Business or Accounting
- 4 Relevant work related experience, including experience in the preparation, management and reporting on budgets
- 5 Extensive experience in the preparation of financial statements and other reporting to meet statutory reporting requirements
- 6 Demonstrated experience in working with senior management in developing business strategies to improve financial position and performance
- 7 Experience in forecasting income and expenditure, cash flow management and control of an investment portfolio
- 8 High level leadership and management skills, including the ability to lead, motivate and supervise staff
- 9 Experience in managing a team to provide high level customer service to internal and external customers
- 10 Demonstrated high level verbal and written communication skills, including interpersonal skills
- 11 Demonstrated problem solving skills including the ability to negotiate and interact at a senior level on sensitive and complex issues
- 12 Class C NSW Drivers Licence.

DESIRABLE REQUIREMENTS

- 1 Post Graduate finance qualifications providing eligibility for professional membership of an appropriate accounting body
- 2 Experience in Local Government



PROPOSED DEPARTMENT STRUCTURE






CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework | | |
|---|-------------------------------------|-----------------|
| Capability Group | Capability Name | Level |
|  | Manage Self | Advanced |
| | Display Resilience and Adaptability | Advanced |
| | Act with Integrity | Advanced |
| | Demonstrate Accountability | Advanced |
|  | Communicate and Engage | Advanced |
| | Community and Customer Focus | Advanced |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Advanced |

| Local Government Capability Framework | | |
|---|----------------------------------|-----------------|
| Capability Group | Capability Name | Level |
|  Results | Plan and Prioritise | Advanced |
| | Think and Solve Problems | Advanced |
| | Create and Innovate | Advanced |
| | Deliver Results | Advanced |
|  Resources | Finance | Advanced |
| | Assets and Tools | Advanced |
| | Technology and Information | Adept |
| | Procurement and Contracts | Adept |
|  Workforce Leadership | Manage and Develop People | Adept |
| | Inspire Direction and Purpose | Adept |
| | Optimise Workforce Contribution | Adept |
| | Lead and Manage Change | Adept |

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
|--|----------|---|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes Demonstrate Accountability | Advanced | <ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework |
| Relationships Work Collaboratively | Advanced | <ul style="list-style-type: none"> Builds a culture of respect and understanding across the organisation Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams Builds co-operation and overcomes barriers to sharing across the organisation Facilitates opportunities to develop joint solutions with stakeholders across the region and sector Models inclusiveness and respect for diversity in people, experiences and backgrounds |

Local Government Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|----------|---|
| Results Plan and Prioritise | Advanced | <ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management |
| Results Deliver Results | Advanced | <ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices |
| Resources Finance | Advanced | <ul style="list-style-type: none"> Ensures the design/delivery of services is within budget Explains the organisation's financial drivers to others in plain language Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services Models the highest standards of financial probity, demonstrating respect for public monies and other resources Promotes the role of sound financial management and its impact on long term financial sustainability Seeks and applies specialist financial advice to inform decisions |
| Workforce Leadership Manage and Develop People | Adept | <ul style="list-style-type: none"> Seeks to understand the individual strengths, weaknesses, goals and concerns of team members Defines and communicates roles and responsibilities and sets clear performance standards and goals Coaches team members to help improve performance and development Regularly discusses performance with team members and provides accurate, constructive reviews Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way |

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Supervisors – are responsible for the application of Council's WHS Policies, procedures within their area of control:

- Demonstrate understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.
- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate / participate in the investigation of all incidents and accidents and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.

- Assist in the development and review of WHS management systems in their area of control.

Officers – are responsible for

- Directing any person under their area of responsibility to comply with Councils WHS Policies and procedures.
- Assigning and controlling allocated resources to resolve WHS issues within the financial allocation of their section.
- Conducting verification activities of the work activities and/or places of work under their area of control to ensure that WHS policies and procedures are being complied with.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks. Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

Performance Agreement

In accordance with Clause 10 of the Local Government (State) Award a performance agreement will be established between the employee and the Council. Targets will be developed and assessed from time to time but at the minimum of at least annually.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position currently has no health monitoring as part of Council's Health Monitoring Procedure and WHS requirements.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.