

Position Description

Position Title:	Manager Financial Services
Classification:	Common Law Contract
Agreement:	N/A
Department:	Corporate Services
Location:	Administration Office
Date reviewed:	July 2021
Approved by:	Director Corporate Services

Commitment to the Shire

Our Vision for the Shire of Broome:

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our natural and built environment.

Our Mission:

To deliver affordable and quality Local Government services.

Our Values are:

<i>Communication:</i>	Actively consult, engage and communicate with, and on behalf of the community
<i>Integrity:</i>	Be honest, equitable and ethical in all our dealings.
<i>Respect:</i>	Recognise and respect the individual and unique requirements of all people, cultures and groups.
<i>Innovation</i>	Drive change through leadership and energy.
<i>Transparency:</i>	Be open and accountable in all our activities.
<i>Courtesy:</i>	Provide courteous service and helpful solutions.
<i>Code of Conduct:</i>	For Council Members, Committee & Working Group Members and Employees (as amended)

Position Purposes and Objectives

To provide accurate, efficient, timely and effective advice relating to the management, control and development of the financial services of Council, ensuring compliance with relevant financial legislation, regulations and accounting standards. The position is responsible for achieving the strategic financial objectives of the organisation, as set out in Councils Strategic Community Plan, Corporate Business Plan, annual budget, capital works program and other relevant documents.

The position also ensures that appropriate internal financial controls and risk management strategies exist. Motivating and proactively developing staff through relevant training, mentoring and coaching is also a critical aspect of the role.

Position Key Responsibilities and Duties

Corporate / Organisational:

- Provide strategic leadership and direction to the organisation through the provision of professional and effective management of staff, services and resources, to provide a high level of service delivery.
- Manage the accurate and timely preparation of financial management and statutory information including the annual budget, mid year budget review, quarterly and monthly management reports, annual financial statements, and other statutory and management reporting requirements.
- Develop financial plans required for the Shire's Integrated Planning and Reporting Framework, ensuring financial sustainability through the management, review and implementation of the Shire's strategic Long Term Financial Plan and associated informing strategies and plans.
- Prepare Departmental Business Plans including key performance indicators, to ensure they are aligned with the Shire's Strategic Community Plan and provide reports to the Director Corporate Services on progress against targets as required.
- Critically evaluate and provide advice to Council on the Shire's renewal program for infrastructure and assets to ensure they are strategically planned and managed at sustainable and appropriate levels.
- Provide advice to Council and staff on the general management of the Shire's financial affairs including investment of surplus and Reserve funds, ATO compliance, revenue recognition, billing and debt collection, risk management, payroll and the purchasing and payables functions.
- Oversee the management of the rating function in accordance with the requirements of the *Local Government Act 1995*, Local Government (Financial Management) Regulations 1996, Rates & Charges (Rebates & Deferment) Act, Valuation of Land Act and Shire policies and business operating procedures.
- Liaise with the Office of the Auditor General on statutory audit functions and other audits and review processes as appropriate as per the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996 such as the Audit Committee, the triennial audit regulation 17 review and report, triennial financial management review, annual external audits, any other external and internal audit functions, and ensure the implementation of audit findings.

- Facilitate and build a culture of accountability and compliance through implementation of financial services training, induction and on-boarding programs, promotion of Financial Services department service objectives, and guidance to all Shire staff.
- Facilitate continuous improvement initiatives by developing the capacity of the organisation to deliver sustainable services and products that provide public value, including the review and initiation of improvements to financial systems, operations, software design, processes and business procedures.

Organisational Responsibilities

Human Resource Management

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance:

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Budget:

- The incumbent will have responsibility and authority for the prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Corporate Services.

Organisational:

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

Organisational Relationship/Context

Reports to:	Director Corporate Services
Supervises:	Coordinator Financial Services Coordinator Financial Operations All other Financial Services Department staff
Internal Contacts:	Chief Executive Officer Executive Management Group All other staff as required
External Contacts:	Council Auditors Ratepayers / Debtors / Suppliers Business and professional groups General public Council's legal representatives Other Local Government Authorities Consultants Government Agencies
Performance Review:	Probation period – first six months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Tertiary qualifications in finance or accounting are essential. CA or CPA membership supported by further professional development is highly desirable.
- Proven ability to develop organisational Annual Financial Reports, General Purpose Financial Statements and Statutory Budget Documents with a thorough knowledge of Australian Accounting Standards.
- Extensive experience delivering financial services including long-term strategic financial planning, statutory reporting, budget development, and management reporting, in local government or business.
- Experience with Local Government management of Council rates, including rates modelling, and knowledge of the Local Government Act 1995 and related regulations as they apply to differential rates.
- Proven managerial experience in coaching, mentoring and developing staff to promote an environment that supports team building, skills development and career progression using contemporary human resources principles and practices.
- Highly developed written and verbal communication skills with the ability to present complex financial information and reports in a simplified and concise format to a broad range of stakeholders.
- Strong analytical, problem solving, conflict resolution and mediation skills with the ability to negotiate mutually beneficial outcomes across a broad range of stakeholders.
- Highly proactive and self motivated with a continuous improvement attitude and commitment to a high customer service ethos.
- Extensive experience with accounting software packages and Microsoft programs and the ability to implement system improvements.

Qualifications and/or Training:

- Qualifications in Finance/Accounting, Commerce or Business Administration Management
- Membership of a professional accounting/financial industry designation such as CPA Australia or the Institute of Chartered Accountants Australia or currently in the process of completing a professional membership qualification.
- Current 'C' class driver's licence.

Desirable:

- At least 3 years or more of experience in a similar position in Local Government.
- Previous experience or familiarity with IT Vision Synergy Soft enterprise reporting program.
- Strong ability to delegate effectively and manage time and competing priorities.