

POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER (CFO)

Award Classification	Senior Executive Officer
Directorate	People & Governance
Reports to	Director People & Governance
Supervises	Finance Coordinator; Procurement & Tender Officer; Rates and Revenue Coordinator
Approved By	Director People & Governance, November 2023

OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

POSITION OBJECTIVES

- Provide strategic leadership, direction and governance controls to assist Strathbogie Shire Council be financially sustainable and provide the best outcome for the organisation and community.
- Ensure that Council complies with all financial statutory obligations and requirements.
- Promote a positive organisational culture by enhancing staff motivation and supporting the long-term financial sustainability of Council.
- Implement and maintain corporate governance procedures, financial risk management and internal controls.
- Lead all aspects of the operations of the Finance department in its service and program delivery to ensure legislative compliance.

KEY RESPONSIBILITIES AND DUTIES

- Act as Council’s Principal Accounting Officer.
- Accountable for the leadership, direction and management of the Finance, Rates and Procurement teams to ensure corporate reporting to internal and external stakeholders and taxation functions of Council are in line with all relevant statutory legislation and regulations and adhere to required deadlines.
- Provide accurate, relevant and timely financial services function for the Council including the coordination, presentation and submission of reports, acquittals and returns, surveys and statistics to the Council, Chief Executive Officer, Executive Leadership Team, Responsible Managers, Special Interest Groups, Statutory Authorities and other Government Departments as and when required.
- Coordinate the preparation of the Annual Budgets and other financial information.
- Lead the development of Council’s strategic and operational financial plans and business plans, including regular verbal and written briefings of the Executive Leadership Team and Council around financial matters.
- Manage the Internal and External Audit function as it relates to financial matters, developing and implementing appropriate procedures and policy to support both functions.
- Develop, implement and monitor the long term financial strategy (including the Rating Strategy) and the ten year financial plan..

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- Proactively manage the treasury and banking functions in accordance with statutory and prudential limits.
- Establish and maintain appropriate formalised financial policies, compliance and procedures across Council.
- Promote continuous improvement of financial systems, processes and corporate reporting.
- Contribute to the overall culture of the organisation by making positive contributions to enhance satisfaction, deliver high standards of customer service, develop accountability and empower staff.
- Manage, coach, mentor, develop, motivate and support staff within the Finance Department to promote an environment that supports team building, skills development and career progression.
- Ensure annual performance appraisals and position descriptions review of the supervised staff are completed in time and in accordance with the relevant Award and Council procedures.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Promote and support the provision of a safe and healthy work environment and regularly report to staff and senior management.
- Liaise with staff, including through regular team meetings, to manage risk associated within their respective departments.
- Liaise with staff and coordinate the development of risk management procedures.
- Undertake risk assessments in conjunction with the Risk Officer.
- Liaise and investigate risk management related claims and ensure that claims are reported in a timely manner to the Risk Officer.
- Ensure that effective risk communication occurs.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is accountable to the Director People & Governance for providing the strategic finance function to Council, particularly in regard to preparation of long term financial plans and strategies, budgets, and financial custodianship.
- Managing the day to day operations and resources of the Finance Department including rates and revenue collection.
- Accountable for the provision of strategic, effective, accurate and timely financial information and recommendations to the CEO and Executive Leadership Team.
- Responsible for organisational compliance with relevant legislation, accounting standards, policies and procedures in relation to all areas of responsibility.
- The provision of specialist advice on financial strategy and accounting matters, with freedom to act within professional boundaries and Council policy.
- Correct assessment, interpretation and processing of information within the relevant legislative requirements and industry accepted standards.
- Development of quality long term financial policies and strategies.
- Maintaining the integrity of the accounting system to provide meaningful, accurate and timely financial and compliance reporting.
- The freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure the achievement of goals and objectives. Decisions and actions are taken at this level may

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have a significant effect on the programs or projects being managed or on the public perception of wider organisation.

- The work may be of an investigative nature, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of work can have a significant effect on the policies which are being developed.
- Subject to the provisions of the *Local Government Act 2020* and Council policies and procedures, and specified work programs, the incumbent has the authority to make decisions about the implementation of appropriate work practices to achieve Council's goals and objectives and provide effective and quality customer service.
- The authority of the CFO is extended to all decision making which does not require a direct decision of the Director People & Governance, the Chief Executive Officer, the Council or the Executive Leadership Team, and to implement actions to achieve goals, objectives and strategies under their direct area of responsibility.
- All decisions made by the CFO must conform with and be within the constraints of the adopted budget framework.

JUDGEMENT AND DECISION MAKING

- Make decisions on matters which are the responsibility of the position provided that these are within delegated authority, legislative requirements and in accordance with the requirements of the Director People & Governance.
- Make decisions in the most effective and efficient manner in which the goals, objectives and strategies of the department are delivered and achieved, utilising available resources in accordance with the adopted budget framework and the policies and procedures of the Council.
- Making recommendations to the Director People & Governance on staffing: development, resources and structure.
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem-solving skills. Proficiently assess and apply technical expertise to operational decisions.
- Use initiative based on experience and or knowledge in determining suitable action; seek guidance from outside the organisation if and when required.
- Making recommendations to the Director People & Governance and Executive Leadership Team on improvements to Council's financial position.
- Making recommendations to the Director People & Governance and Executive Leadership Team on accounting practice, procedures and guidelines.
- Ability to make recommendations and advise all levels of staff and Councillors.
- Ensure compliance of relevant policies against legislative changes and update where appropriate and communicate changes effectively and proactively.
- Liaise with other Council departments in order to provide financial advice, resolve financial issues and recommend appropriate solutions, and support those departments to make sound financial decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Analytical and investigative skills are required to enable the formulation and amendment of policy options from within a broad organisation-wide framework.
- Knowledge of the relevant legislation and accounting standards and guidance notes to ensure statutory requirements are met. Knowledge of Local Government accounting and relevant standards.
- Sound understanding of Council's Council Plan including the importance of adhering to its objectives and an awareness of the organisation's legal and political context.
- Understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Ability to organise programs and work priorities of self and others to achieve the objectives of Council and the Finance Department
- Ability to manage budgets and other resources to meet Department objectives.
- Ability to negotiate complex problems and relationships, analyse situations and take corrective action.

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- Ability to contribute to continuous improvement processes to enhance service delivery for the organisation.
- Ability to prepare high standard reports and briefing notes for the Executive Management and Council.
- Ability to identify, initiate and implement appropriate contemporary technology and software solutions to enhance the efficiency and effectiveness of the finance and corporate accounting function.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting time pressures.
- Understanding and an ability to implement basic personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee development schemes.
- Actively manage the performance of the Finance Department and address employment related matters in a timely and procedurally fair manner.
- Maintain current and accurate levels of professional knowledge.

INTERPERSONAL SKILLS

- Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues.
- Excellent verbal presentation skills and the ability to communicate with Councillors, community members and staff who are not highly conversant with financial planning and accounting practices.
- Highly developed written communication skills including an ability to write reports and to prepare external correspondence
- Ability to work effectively in a managerial capacity and to involve staff from different areas and disciplines to produce solutions and strategies that are supported by those staff.
- Ability to relate professionally and to negotiate with a diverse range of people including staff, external organisations, government agencies and members of the public to solve issues.
- Use initiative and act professionally, with integrity, discretion and confidentially.
- Ability to work individually and as part of a team and to provide and make detailed recommendations to the Executive Leadership Team.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in accounting, finance or related discipline.
- A professional member of the Australian Society of CPAs or Institute of Chartered Accountants to the level of ACA or CPA.
- Extensive financial strategy/planning, financial systems and information management experience, including practical experience in the operation of electronic financial systems.
- Extensive experience leading and developing high performing Financial and Procurement teams to achieve strategic outcomes.

KEY SELECTION CRITERIA

Essential:

- Tertiary qualifications in accounting, finance or related discipline.
- A professional member of the Australian Society of CPAs or Institute of Chartered Accountants to the level of ACA or CPA. Extensive financial systems and information management experience.
- Demonstrated experience in the development and implementation of long term financial strategies, financial management frameworks, performance reporting frameworks.
- Knowledge of the relevant legislation and accounting standards and guidance notes to ensure statutory requirements are met.

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- Experience in developing internal auditing programs as part of a best practice good governance program to drive compliance with legislation and Council policy.
- Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues, whilst providing a high quality of customer service.
- Demonstrated experience in managing and developing a diverse cross section of staff and professions to create a high performing team.

Desirable:

- Knowledge of Local Government accounting.
- Knowledge of specialist Local Government software including finance, property and rates.

SIGNATURES

EMPLOYEE

Name:

Signed:

Date:

DIRECTOR PEOPLE & GOVERNANCE

Name:

Signed:

Date: