

POSITION DESCRIPTION



Title:	Manager Finance and Rates
Position Number:	FN01
Classification:	Senior Officer Contract
Directorate:	Corporate Services
Department:	Finance and Rates
Award:	Victorian Local Government Award 2015
Incumbent:	Vacant

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Corporate Services
Direct Reports:	<ul style="list-style-type: none">■ Team Leader Financial Analysis & Planning■ Team Leader – Rates and Revenue■ Team Leader – Financial Accounting
Primary Internal Relationships:	<ul style="list-style-type: none">■ Councillors■ Chief Executive Officer■ Executive Leadership Team■ Responsible Managers■ All Staff■ Audit and Risk Management Committee
Primary External Relationships:	<ul style="list-style-type: none">■ Goulburn Valley Regional Library Corporation■ Goulburn Valley Waste and Resource Recovery Group■ External industry organisations

POSITION OBJECTIVES

Manage the Finance and Rates Department to support and assist the Director Corporate Services in meeting the objectives of Council and the Council plan, including all financial obligations and requirements, output performance reporting, governance and revenue auditing.

Provide expert advice and support to the Director Corporate Services, Chief Executive Officer, Councillors and Executive in relation to budget issues and complex financial matters.

KEY SELECTION CRITERIA

- Relevant qualifications and significant experience in finance management.
- Demonstrated ability to prepare long range financial plans, budgets and forecasts and provide strategic input into Council's planning cycle.
- Strong understanding of accounting systems, controls to manage financial risks and underlying corporate databases/systems.
- Excellent written and verbal communication skills with proven skills in quality report writing, preparing external correspondence and presenting financial information at the highest level.
- Proven experience working in the public sector with an understanding of local government and applicable rates structures.

KEY RESPONSIBILITY AREAS

- Ensure compliance with all relevant legislative and regulatory obligations.
- Lead the development, maintenance and monitoring of the budgeting and reporting process in the long and short term in line with the Council plan.
- Perform complex financial analysis and provide advice on commercial and community matters relating to key strategic financial documents (Strategic Resource Plan and Long Term Financial Plan) and relevant policies.
- Provide leadership, advice and decision support to the organisation and individual departments on service planning including development of financial models and pricing models as required
- Provide an accurate, relevant and timely financial services function for the Council including the preparation, presentation and submission of reports, acquittals and returns, surveys and statistics to the Council, Chief Executive Officer, Executive Leadership Team, Managers, special interest groups, statutory authorities and other government departments as and when required.
- Provide an accurate, relevant and timely financial services function to the Goulburn Valley Regional Library Corporation and the Goulburn Valley Waste and Resource Recovery Group.
- Manage the preparation of the annual budgets together with the Strategic Resource Plan and Long Term Financial Plan.
- Manage the preparation of the Council's Annual Statutory Financial Reporting.
- Manage the external audit functions and develop and implement appropriate procedures and policy to support the function.
- Manage the preparation, development, and monitoring of the Long Term Financial Plan.
- Manage the development of 10 year capital works financial plan including participation in ensuring a robust capital planning and reporting framework is in place.
- Proactively manage and develop the treasury function in accordance with statutory and prudential limits.
- Develop and maintain a Revenue and Rating Plan, managing the associated functions of rates modelling, revenue collection and debtor management.
- Maintain the integrity of Council's Financial Information Systems including the Chart of Accounts and General Ledger, through the development of protocols, reconciliations and regular reviews.
- Identify, initiate and implement appropriate contemporary technology and software solutions to enhance the efficiency and effectiveness of the finance and corporate accounting function.
- Support the Director Corporate Services in developing policy, internal procedures and guidelines to ensure that the Council's human, physical and technical resources are being developed, enhanced and utilised in the most effective and efficient manner.
- Maintain a close working relationship with relevant internal and external professional and industrial associations as well as fostering positive relationships across the organisation.
- Consult regularly with and communicate effectively and constructively with the Councillors, Chief Executive Officer, Director Corporate Services, Executive Leadership Team, staff, business, industry and community representatives, special interest groups, government departments, residents and rate payers.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- Complying with legislative, industry and Council regulations and procedures in the execution of all activities within the Department inclusive of all reports, returns and acquittals.
- Managing the day to day operations and resources of the Finance and Rates Department.
- The accurate reporting of Council's financial position, including budgets, cash flows, reserve levels and investments.
- Maintaining a proactive, open dialogue with the Director Corporate Services on the progress towards the achievement of goals, objectives and strategies, identifying areas of concern and developing strategies to address these.

This position has the authority to:

- Communicate and consult with staff as required on the financial position of Council.
- Provide financial reports, statistics and advice to Council, the Executive Leadership Team and Managers in an accurate, effective and efficient manner.
- Develop, implement and maintain business policies and procedures.
- Develop and maintain Council's financial policies.

Judgement and Decision Making

- Maintain a high level of security and confidentiality of all Council information.
- Make decisions in an 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.
- Make informed judgements on the interpretation and application of the Local Government Act, Finance and Reporting Regulations, Australian Accounting Standards and other relevant legislation.
- Make recommendations to the Director Corporate Services on improvements to Council's financial position.
- Make recommendations to the Director Corporate Services on accounting practice, procedures and guidelines.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Excellent financial management and strategic planning skills.
- Thorough understanding of relevant theory, statutory legislation, Australian Accounting Standards and industry best practice principles.
- Ability to undertake and manage the preparation, monitoring and reporting of budgets.
- The ability to utilise technology in the preparation of appropriate reports and statistics.
- Exceptional presentation skills.
- Demonstrated investigative research and analytical skills.

Management Skills

- Understanding of, and ability to implement performance appraisal and staff development programs.
- Awareness of and commitment to Occupational Health and Safety and Equal Employment Opportunity principles.
- Demonstrated skill in managing time, planning, organising and establishing work priorities.
- Demonstrated skill in leading and motivating team members and other key members of the organisational team.
- Ability to meet operational deadlines and respond to service needs appropriately under pressure.
- Highly competent in implementing change across complex financial structures.

Interpersonal Skills

- Ability to positively influence and negotiate with Councillors, the Executive Leadership team, managers, staff and external agencies.
- Excellent written and verbal communication skills so that reports can be produced and presented at the highest level.
- Ability to lead and motivate staff to achieve a team oriented atmosphere.
- Empathetic listening skills.
- Experience in negotiation and conflict resolution with a wide range of people, organisations and customer groups.

QUALIFICATIONS AND EXPERIENCE

- Degree qualifications in Commerce/Business or a relevant discipline
- Considerable experience in the understanding and application of contemporary accounting/financial management principles and practices including the understanding of financial standards, legislation and regulations.
- Substantial experience in a Leadership and/or management role within Local Government or a multi-faceted service delivery organisation.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian drivers licence
- Membership of a professional accounting association (ICA or CPA)

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

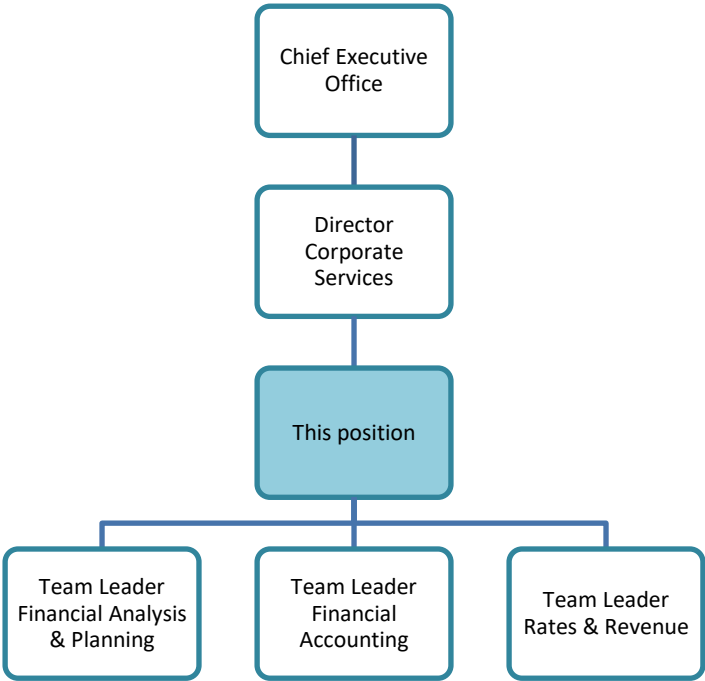
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Finance and Rates Department provides the revenue and rates, management accounting, financial accounting and accounting operations functions of Council including: management and preparation of annual budget; statutory financial reporting; internal auditing; accounts payable and receivable; financial planning; statutory and regulatory compliance; treasury functions; rates and property valuation.



Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.



We are attentive, listen to others and consider all points of view in our decision making.



We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.



We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.



We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.



We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.



As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors					X
Outdoors	X				
Slippery Surfaces	X				
Uneven ground/Sloped areas	X				
Work in isolation	X				
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste	X				
Body Posture					
Standing		X			
Sitting					X
Squatting/Crouching	X				
Kneeling	X				
Twisting	X				
Bending	X				
Manual Handling					
Reaching or working overhead (above shoulder)	X				
Reaching forward				X	
Gripping/fine motor movement					X
Pushing/restraining	X				
Driving a vehicle		X			
Lifting floor to waist	X				
Lifting waist to overhead	X				
Lifting from a truck/trailer	X				
Lifting 0 - <5kg	X				
Lifting 5 - <10kg	X				
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads	X				
Climb steps/stairs/ladder	X				
Exposure to vibration	X				
Psychosocial					
Give direction to others					X
Dealing with aggressive customers			X		
Dealing with upset customers			X		
Supporting dependent persons		X			

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	N	R	O	F	C
Cognitive					
Written communication					X
Verbal communication					X
Comply with legislation					X
Problem solve					X
Reason/make sense of things					X
Make critical decisions					X
Ensure accuracy/details					X
Remember names/details					X
Show creativity					X
Examine/observe others					X
Work quickly					X
Concentrate amid distractions					X

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____