

# POSITION DESCRIPTION

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<b>Position Title:</b>	Chief Financial Officer	<b>Division:</b>	Corporate Services
<b>Position No:</b>	420	<b>Business Unit:</b>	Finance
<b>Classification:</b>	Senior Executive Officer Contract	<b>Date Approved:</b>	January 2026
<b>Position status:</b>	Permanent Full-time	<b>Approved by:</b>	General Manager Corporate Services

## Our Values

<b>Cooperation:</b>	Working together, teamwork, collaboration and being solution oriented
<b>Integrity:</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance:</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism:</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.
<b>Sustainability:</b>	Going above and beyond to demonstrate commitment to leading sustainable practices and encouraging and supporting others to do the same.

## How Your Role Contributes

The Chief Financial Officer is a member of the Wellington Shire Council (WSC) Leadership team and is responsible for delivering the following strategic services:

- **Rates and Revenue Collection:** administering and coordinating Council's property, rating and revenue collection systems and processes, whilst ensuring a high level of customer service and satisfaction.
- **Accounting and Payroll:** Providing, effective and efficient financial and payroll services, consistent with Council's legislative requirements and current accounting standards.
- **Financial Strategy and Planning:** Develop financial plans, budgets, and long-term financial strategies as per legislative requirements and current accounting practice to meet community and Council objectives, while ensuring long-term financial sustainability.
- **Reporting & Compliance:** Ensure accurate, timely reporting for all finance business unit functions, including advice to Council, management, and external bodies, to assist with organisational decision making and risk management.
- **Procurement:** Providing advice, support and administration services to the organisation in relation to probity, equity, transparency and compliance with procurement policies and procedures.
- **Fleet Management:** Provide reliable, safe and cost-effective management of fleet vehicles for organisational and private use.
- **Stakeholder Relationships:** Manage relationships and operational requirements with internal and external auditors, relevant government bodies, and external partners.
- **Risk Management:** Identifies, assesses, and mitigate financial strategic and operational risks, including managing internal controls and audits.

Responsibilities	Key Outcomes
<b>Position specific</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with the Local Government Act, Local Government Regulations, Ministerial Guidelines, Australian Accounting Standards and all other relevant statutes within Finance Business Unit operations.</li> <li>• Accurate preparation and delivery of Annual Report, Budgets and Financial Reports in</li> </ul>

	<p>accordance with legislative requirements and standards.</p> <ul style="list-style-type: none"> <li>• Liaise with the internal and external auditors to provide the interface between the Auditors, the Audit and Risk Committee, Corporate Management Team and Council.</li> <li>• Ensure the Rates and Revenue team utilizes efficient processes and procedures to enable accurate and timely generation of rates notices, and that rates revenue is tracked, collected and maintained using council's rating systems in accordance with CPIs.</li> <li>• Ensure the Procurement team are actively involved in implementation, monitoring and reporting of purchasing using probity and compliance measures to ensure accountability and transparency in all procurement activities, ensuring specifications, tendering, evaluation and awarding of contracts are in accordance with Council procedures for contract management in accordance with CPIs.</li> <li>• Ensure council fleet is efficiently and effectively managed through maintaining an up-to-date policy, that fleet procurement and rationalization, provides a cost effective and suitable fleet for council staff requirements in accordance with CPIs.</li> <li>• Ensure the Accounting Services team support all business units in the generation and collection of all revenue sources and the control of all outlays necessary to produce council revenues ensuring recording and reconciling treasury and general accounts to support sound auditable financial accounts in accordance with CPI's.</li> <li>• Ensure Payroll is efficiently collated, accurately processed and completed on time. That Payroll reports are available and generated regularly to assist all managers in understanding work patterns and areas for improvement.</li> <li>• In line with Local Government Performance Reporting Framework (LGPRF) develop a reporting framework for the long-term financial plans including estimates of all resources (revenue and expenditure, capital - recurrent and non-recurrent) and surpluses/deficits, similarly the short term plans (budgets) in consultation with relevant stakeholders.</li> <li>• Proactively identify and implement appropriate processes and technology solutions across all finance operations to ensure efficient and cost-effective functionality.</li> <li>• Identify and implement shared services improvements and processes for all finance functions, in conjunction with Council's shared services partners.</li> <li>• Provide regular, relevant financial reporting and advice to the Corporate Management Team, Managers and Councillors.</li> </ul>
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<b>Key Working Relationships</b>	
<b>Direct Reports:</b>	Coordinator Accounting & Payroll, Coordinator Rates & Revenue and Coordinator Procurement and Fleet.
<b>Internal:</b>	All Council staff and Councillors
<b>External:</b>	This position liaises with a range of contacts in the financial services sector, including government departments, other Councils, contractors and Council's external and internal auditors.
<b>Reports To:</b>	General Manager Corporate Services

<b>Required Experience and Skills</b>	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Accountant (CPA or CA)</li> <li>• Strong experience in managing a team engaged in a range of diverse financial activities as detailed herein.</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>• Superior time management and organisational skills.</li> <li>• Capable of setting priorities and strategically planning the operations of the Finance Business Unit to achieve specific and set objectives in the best and most efficient way possible, having regard to priorities and available resources.</li> <li>• Ability to manage, lead and develop a diverse, functionally focused team involved in the provision of financial services as detailed herein.</li> <li>• Ability to meet deadlines.</li> <li>• Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.</li> <li>• Ability to delegate responsibility and allows and encourages freedom of action within agreed parameters.</li> </ul>
<b>Interpersonal</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills, particularly in written financial reporting and</li> </ul>

<b>Skills</b>	<p>presentations for Councillors, Management and the Audit and Risk Committee.</p> <ul style="list-style-type: none"> <li>• Strong leadership capability to lead the Finance business unit and liaise effectively with internal and external stakeholders.</li> <li>• Demonstrated ability to anticipate and exceed customer needs.</li> <li>• Ability to manage functional responsibilities throughout the organisation.</li> </ul>
<b>Specialist Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to thoroughly analyse and develop options that can be used to streamline the operation of the Council's Financial Systems and to continually improve the various work practices and operations.</li> <li>• Strong understanding of the Australian Accounting Standards and taxation legislation.</li> <li>• Strong communication and presentation skills</li> </ul>
<b>Accountability and Authority</b>	<ul style="list-style-type: none"> <li>• The Chief Finance Officer is directly accountable for ensuring the achievement of Council and corporate objectives within the confines of established legislation, budgets, timeframes and plans.</li> <li>• Responsible for undertaking the role of Council's nominated Principal Accounting Officer.</li> <li>• Accountable for developing and implementing accounting policy, including revenue collection, cash handling, accounts payable, asset management, investment portfolio, budgeting and fleet management.</li> <li>• Accountable for establishing key performance indicators for the management of the Shire in regards to collection and terms of credit.</li> <li>• Overall accountability for the output focus and achievement of the finance business unit.</li> </ul>
<b>Judgement and Decision Making</b>	<ul style="list-style-type: none"> <li>• The position holder exercises judgement in specifying service delivery requirements across a broad range of Council functions including Rates and Valuations, Accounting and Payroll, Procurement, and Fleet management.</li> <li>• Operating as Council's Chief Financial expert and make recommendations to Council via the General Manager Corporate Services.</li> </ul>
<b>Other Requirements Licences and Accreditations, Background Checks</b>	<ul style="list-style-type: none"> <li>• Victorian Driver's Licence.</li> </ul>

<b>What We Are All Responsible For:</b>	
<b>Safe Work Practices</b>	<ul style="list-style-type: none"> <li>• Promote and model safe work practices in line with OHS legislation, Council policies, and procedures.</li> <li>• Identify and report incidents, near misses and behaviours that may compromise workplace safety.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Identify and assess risks, implement appropriate controls, and support continuous improvement through proactive risk management.</li> <li>• Fulfil responsibilities under Council's Risk Management and Business Continuity frameworks.</li> </ul>
<b>Culture and Conduct</b>	<ul style="list-style-type: none"> <li>• Foster a culture of continuous improvement, customer focus, and accountability to support Council's commitment to providing fair, inclusive, and high-quality service delivery.</li> <li>• Promote integrity, equity, accountability and positive working relationships.</li> <li>• Support colleagues (and self) to achieve team goals and corporate performance indicators.</li> <li>• Act in accordance with the Employee Code of Conduct, Council policies, and all relevant legislation, including but not limited to Declarations of Conflict of Interest, Prevention of Fraud and Corruption, Child Safety, Gender Equality, Equal Opportunity, Prevention of Bullying, Harassment and Sexual Harassment, Record Keeping, and Occupational Health and Safety.</li> <li>• Participate in professional development activities and performance review processes.</li> <li>• Undertake any duties as reasonably directed within the skills and abilities of a position at this level.</li> </ul>
<b>Gender Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to gender equality, diversity, inclusion, and wellbeing.</li> <li>• Support a workplace that values lived experience and enables all people to thrive.</li> <li>• Participate in Gender Impact Assessments as required and promote inclusive practices in daily work.</li> </ul>
<b>Safeguarding Children and Young People</b>	<ul style="list-style-type: none"> <li>• Uphold Council's commitment to child safety and the Child Safe Standards under the <i>Child Wellbeing and Safety Act 2005</i>.</li> <li>• Model zero tolerance for child abuse and harm in all aspects of your role.</li> </ul>
<b>Emergency Management Planning</b>	<ul style="list-style-type: none"> <li>• Contribute to emergency management activities by mutual agreement. Note, this may require after hours work to be undertaken.</li> </ul>
<b>Delegations and Authorisations</b>	<ul style="list-style-type: none"> <li>• Exercise delegations in accordance with the relevant legislation or regulations, functional responsibility and allocated budget.</li> <li>• Authorised officers must act in accordance with their instrument of appointment and carry out functions under the relevant legislation, regulation or local laws.</li> </ul>

<b>Additional People Leader Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide effective leadership, utilising communication frameworks, coaching and mentoring to monitor and achieve business unit goals, corporate performance indicators and set objectives.</li><li>• Lead, inspire, develop and guide a high performing Finance team, ensuring team members are clear about their roles, responsibilities, objectives and key performance measures.</li><li>• Support staff development, performance management and oversee recruitment and training within business unit, ensuring staff compliance with technical, organisational and governance requirements.</li><li>• Ensure that staff understand their delegations and authorised duties and that staff that have the skills, experience and/or the appropriate or approved qualifications to undertake authorised tasks.</li><li>• Adhere to governance protocols, corporate reporting obligations and integrity requirements.</li><li>• Exercise due diligence in identifying potential instances of fraud, theft, corruption, or misconduct. Demonstrate and uphold Council's zero-tolerance stance on such behaviours.</li></ul>
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## Capabilities Levels Required

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: “how we do things around here”. Below is the full list of capabilities, [behavioural indicators](#) and the level required for this position. The capabilities in bold are the focus capabilities for this position. The focus capabilities for the position must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	<b>Highly Advanced</b>
	Act with Integrity	Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	<b>Advanced</b>
	Work Collaboratively	<b>Advanced</b>
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	<b>Advanced</b>
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	<b>Highly Advanced</b>
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	<b>Highly Advanced</b>
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	<b>Highly Advanced</b>
	Lead and Manage Change	Advanced

## Key Selection Criteria

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