



CORANGAMITE
SHIRE

Candidate Information Pack Manager Financial Services



Position Profile

Manager Financial Services

Introduction

Applications are invited from suitably experienced persons to fill the position of Manager Financial Services, based at Corangamite Shire Civic Centre Offices, 181 Manifold Street, Camperdown.

This document is designed to help you understand Corangamite Shire Council's selection process and put forward your best case for appointment.

The basis for selection for interview is the relative merit of each applicant in relation to the selection criteria identified in the Position Description.

Conditions of Employment

Remuneration

A remuneration package up to \$180,303 per annum will be negotiated with the successful applicant under a Senior Executive Officer Agreement.

The package is inclusive of full private use of a motor vehicle valued between \$7,750 and \$10,750 per annum and employer superannuation costs.

Hours of duty

Ordinary hours are 38 hours per week, together with reasonable additional hours which may be necessary for the performance of the Duties.

Leave Entitlements

- Annual – Four (4) weeks annual leave per annum.
- Personal – Twelve (12) days personal leave per annum.
- Long Service Leave is available after seven years service.



Twelve Apostles

About Corangamite Shire

Located two hours south-west of Melbourne, Corangamite is a large rural Shire with a population base of 16,115 and 9,625 rateable properties (of which 2,900 are farms).

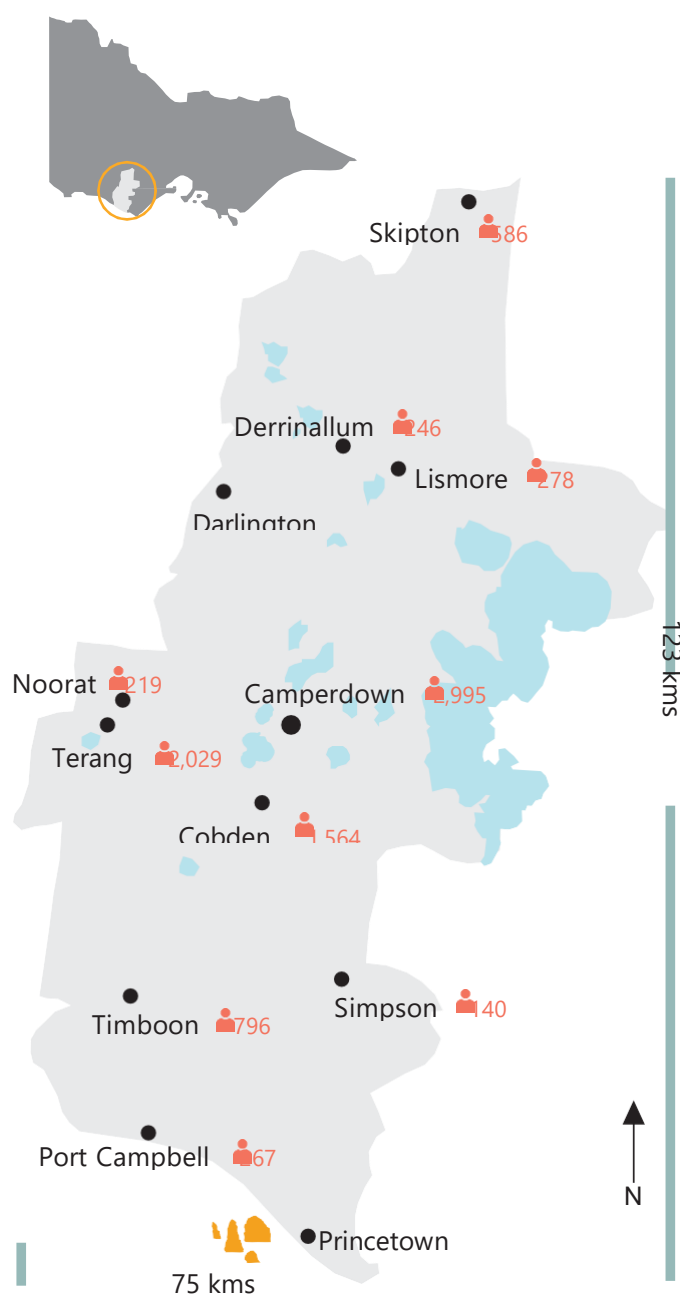
The Shire's boundaries stretch 120 kilometres from the wild Southern Ocean and rugged Shipwreck Coast in the south, past fertile farmland to the grazing expanses of the north.

Our large geographic area of 4,400km² is home to a number of stunning and diverse natural landscapes including the world-renowned Twelve Apostles and Port Campbell National Park. We have some of the deepest lakes in Australia and plains dotted with dormant volcanoes as far as the eye can see.

The Shire is named after the large inland Lake Corangamite on its boundary. Corangamite is an Aboriginal word meaning 'bitter' or 'salt' referring to the high salt content of the lake.

Corangamite's five major employers are:

- Agriculture, Forestry and Fishing 30.8%
- Healthcare and Social Assistance 10.6%
- Retail trade 8.5%
- Manufacturing 7.1%
- Education and Training 6.5%





Camperdown Clocktower

Benefits of working at Corangamite Shire

Working at Corangamite Shire allows for a supportive work-life balance alongside friendly people passionate about our community.

Working at Corangamite Shire Council means you will be part of a fair and respectful workplace where everyone is given the opportunity to reach their potential. We aim to provide attractive terms and conditions of employment, learning and development, health and wellbeing and flexible work practices. Some of the benefits you can look forward to when you join Corangamite Shire include:

- Competitive Salary
- Flexible working arrangements
- Study assistance available incl. paid study leave
- Ability to purchase extra leave
- Paid parental leave
- Access to corporate benefits





The Position

The Manager Financial Services is a third level management appointment. Reporting to the Director Corporate and Community Services, this position is responsible for coordinating the development of the annual budget and financial statements, the development of the Long-Term Financial Plan and managing the functions and staff of the Finance Department. It is one of four departments responsible for service delivery within the Directorate. Other departments within this directorate are Community Services, Information Management and Human Resources/Risk.

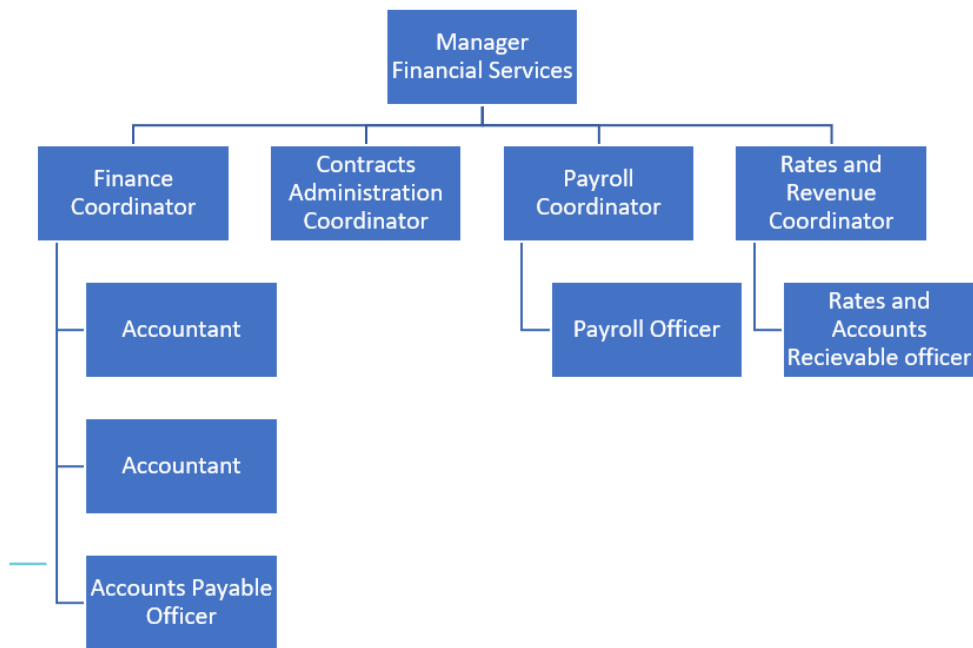
This position offers opportunities to implement a range of process improvement initiatives and to provide leadership and direction to a committed team focused on delivering outcomes for the community and organisation

The Corangamite Shire has a strong leadership group that provides leadership and input into strategic direction across the organisation.

The Position Description (including selection criteria) is shown on page 8.

An Organisation chart is on page 6 and profile information on page 5.

Council’s finance staff structure is shown below.



Corangamite Shire Organisational Structure

Chief Executive Officer

David Rae

The Chief Executive's Office works closely with Council, advocating on behalf of the Shire on issues of community importance and ensuring the Shire's business affairs are open and accessible.

Manager Governance and Civic Support

Gabrielle Henry

- Local Government Act compliance
- Governance
- Local Governance Performance Reporting Framework
- Council Plan
- Annual Report
- CEO and Executive Support
- Mayor and Councillor support
- Citizenships
- Civic Receptions

Director Corporate and Community Services

Xavier Flanagan

The Corporate and Community Services directorate is responsible for positive ageing and inclusion, children's services, finance, human resources, risk management, occupational health and safety, information services, rating and contract coordination.

Manager Financial Services Vacant	Manager HR & Risk Michele Stephenson	Manager Information Systems Steven Welsh	Manager Community Services Katie Hearn
Finance Management and Reporting Accounts Rates/Revenue Payroll Budget Coordination Property Valuations Contract Administration Tendering	Recruitment and Induction Equal Opportunity OHS Risk Management Staff Welfare Training and Dev Workplace Relations Privacy Act Public Interest Disclosures	Information Technology FOI Knowledge and Records management Tele-communications Hardware/Software Support IT Leases and Licences	Positive Ageing & Inclusion Community Transport Family Day Care Kindergartens Mobile Child Care Maternal and Child Health

Director Sustainable Development

Justine Linley

The Sustainable Development directorate is responsible for public safety and amenity, building and planning, strategic planning and environment and economic development and tourism.

Manager Planning and Building Services Andrew Nield	Manager Growth and Engagement Katy McMahon	Manager Environment and Emergency Belinda Bennett
Building Control Building Permit Services Town Planning Planning and Building Enforcement Strategic Land Use, Policy and Planning Municipal Strategic Statement Planning Scheme Amendments Heritage	Economic Development Tourism Community Engagement Community Planning Arts and Culture Customer Service Media Relations Communications Youth Services	Environmental Services Waste Management Environmental Health Emergency Management Fire Prevention Immunization School Crossings Local Laws Ranger Services

Director Works and Services

Shaun Broadbent

The Works and Services directorate is responsible for recreation, infrastructure works and services and asset planning.

Manager Facilities and Recreation Jarrod Woff	Manager Works Lyll Bond	Manager Assets Planning John Kelly
Recreation Programming and Events Property Management Council Buildings Community Facilities Maintenance and Major Projects Asset Management and Libraries Cleaning Services Parks and Gardens Libraries	Roads/Bridge Renewal and Maintenance Plant and Fleet Management Road Safety Kerb and Channel Footpath Maintenance and Renewal	Civil Infrastructure Asset Management Design and Engineering Services Geographical Information Systems

Position description

1. Position Identification

Position:	Manager Financial Services
Directorate:	Corporate and Community Services
Department:	Financial Services
Location:	Camperdown
Classification:	Senior Executive Officer
Employment type:	Permanent Full time
Date approved:	May 2026

2. Position context

The position reports directly to the Director Corporate and Community Services and carries the responsibility for the efficient and effective management of Council's Financial functions.

3. Primary Objectives

- Develop and implement financial goals, objectives, and strategies.
- Ensure long-term financial sustainability through sound management.
- Maintain robust internal controls and ensure statutory compliance, including the preparation of budgets, annual financial statements, and long-term financial plans.
- Oversee financial, property, payroll, and accounting systems in line with legislation and best practices.
- Provide strategic financial advice and support to Council programs.



4. Key responsibilities and duties

Department Leadership

- Lead and manage the Finance Department, ensuring clear direction, effective communication, and staff development.
- Foster a motivated and high-performing team aligned with Council's goals.
- Ensure compliance with occupational health and safety standards and legislative requirements.
- Leverage technology to enhance service delivery, productivity, and efficiency.

Financial Management

- Coordinate the preparation of the annual budget and long-term financial plan.
- Oversee the preparation of annual financial statements in compliance with standards and legislation.
- Ensure timely and accurate completion of financial returns and acquittals.
- Provide monthly financial performance reports and manage accountability requirements under the Local Government Act.
- Contribute to the Local Government Performance Reporting Framework.

Policy Development

- Review and update financial and investment policies as required.
- Engage stakeholders in policy planning and operational efficiency reviews.

Liaison and Representation

- Liaise with government agencies, sector bodies, and auditors on financial matters.
- Represent Council on committees, hearings, and industry functions.
- Support regional collaboration on shared corporate systems.

Planning and Continuous Improvement

- Align departmental programs with best practices and strategic goals.
- Establish and monitor performance indicators for financial services.
- Identify and implement opportunities for innovation, efficiency, and workplace improvement.

Rating Services

- Ensure effective collection of property rates and accurate maintenance of property records.
- Oversee property revaluations in accordance with Valuation Best Practice guidelines.

Legislative Requirement, External Standards and Council Policies

- Ensure compliance with all legislative requirements, external standards and Council policies relevant to all aspects of the Department's activities.

Corporate Responsibilities:

- Comply with Council policies and procedures that are relevant to the position. This includes compliance with the requirements of legislation and staff policies and procedures relating to Anti-Discrimination, Equal Opportunity, Code of Conduct and Privacy. Responsibility includes taking appropriate action to ensure a harassment-free workplace.
- Efficient and effective utilisation of office resources.
- Carry out all duties and functions in a manner that promotes good teamwork and public relations.
- Contribute to the maintenance of effective channels of communication within the Unit and with other departments.
- Identify and communicate to management any issues/concerns effecting performance or suggestions which will improve customer service quality.
- Contribute to the maintenance of effective channels of communication within the Unit and with other departments.
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- Participate in the development and implementation of new programs such as Quality Assurance and Continuous Improvement.
- Contribute to the Council's community planning and engagement programs.

Risk Management Responsibilities:

- Understand, apply and encourage others to observe Council's Risk Management Policy and related procedures.
- Ensure the physical security of all property, equipment and buildings within your control. Report any property damage, theft and/or losses immediately.
- Actively reduce Council's risk exposure by reporting all public liability, professional indemnity and security issues and all safety hazards and near misses.
- Comply with Council's occupational health and safety management system and relevant legislation by following safe working practices, instructions and rules to prevent accidents to self and others. Responsibility includes the correct use of protective clothing and equipment and the identification and reporting of workplace incidents and hazards.

Child Safe Standards Commitment:

Corangamite Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse is at the centre of our decision-making concerning children in our organisation. Council as a Child Safe organisation has zero tolerance for child abuse and all allegations and safety concerns are treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives.

5. Organisational relationships

Reports to:	Director Corporate and Community Services
Responsible for:	Finance, Payroll and Rating staff
Internal Liaison:	Chief Executive Officer, Directors, Managers, Councillors, Audit Committee members, finance staff and other staff as necessary
External Liaison:	Internal and External Auditors, Government Departments, Financial Institutions, Victorian Local Government Grants Commission and other councils

6. Accountability

The incumbent is subject to periodic review (pursuant to the relevant Award) and is accountable for:

- Effectively implementing relevant work programs and performance of all duties and responsibilities as listed in item 3.
- Formulating program objectives, policies and procedures.
- The achievement of program objectives and satisfactory performance of the Department.
- Recruitment, discipline, training and performance of staff in accordance with the Award and Council policies and procedures.
- The preparation, monitoring and control of income and expenditure relating to Department programs and services.
- The achievement of optimum efficiency and effectiveness in the Department's expenditure.
- Understanding the principles of risk management including application to property, liability and OH&S.
- Ensuring new team members induction includes the Risk Management System.
- Monitoring/appraising performance
- Adherence to all relevant Council policies and procedures.
- Accountability for the confidentiality of all documentation/information within the control of the position.

7. Extent of Authority

- To act as delegated and within Legislation, Council Policies and Practices and Key Responsibility Areas.
- Authorised to approve expenditure within approved delegations.
- Authority to sign and issue all cheques on behalf of the organisation.
- Wide scope to use analytical and investigative skills.
- Authority to meet all accountabilities of the position within policy and delegations, statutory obligations and budget.

8. Judgment and decisionmaking

- Demonstrated ability to solve complex problems and develop successful policy.
- The position will apply established financial and accounting practices and techniques to budget and accounting functions.
- Interpretation and implementation of policies, procedures and legislation as required.

9. Qualifications and Experience

- Relevant tertiary qualifications in Accounting/Business/Commerce.
- Membership of a recognised professional accounting organisation (CPA or CA preferred) plus several years of practical financial management experience at a senior level in the preparation of annual budgets and annual financial statements.
- Extensive specialist experience in activities directly relating to services and programs planned and delivered by the Branch and preferably in a middle management capacity, providing advice/assistance to senior and middle Managers and Council.
- Current Drivers Licence.
- Competency and experience of enterprise resource systems, for example TechnologyOne, and associated applications, including Microsoft Office suite, that may be applied to financial management and reporting is essential.

10. Specific Skills & Knowledge

- A thorough understanding of all relevant acts, Regulations, codes of practice, standards, Council policies and administrative, budgetary and financial procedures relating to local government financial management, especially the ability to interpret and apply Australian Accounting Standards.
- Knowledge of current issues, State and Commonwealth policies in relation to Branch services.
- Demonstrated ability in financial reporting, internal control, budget development and long term financial modelling.
- Demonstrated ability to provide specific accurate detailed financial data.

11. Management Skills

The following management skills are required to be utilised:

- Demonstrated ability to manage activities of staff.
- Demonstrated ability to lead and motivate staff.
- Demonstrated ability to make decisions.
- Highly developed written and verbal skills
- Demonstrate an ability to achieve goals and objectives.
- Ability to determine business support requirements of service units.
- Demonstrated ability to manage time and set priorities to achieve a range of outcomes within broad parameters and with little direction.

12. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Ability to set an environment that motivates and support people to achieve high levels of performance.
- Demonstrated ability to resolve conflict situations.
- Demonstrated ability to effectively counsel or communicate with employees at all levels.
- Demonstrated ability to advocate and negotiate.
- Demonstrated ability to communicate with professionals from a wide range of disciplines.



13.Key Selection criteria

Selection will be based on the applicant's ability to demonstrate that they can meet the skills, knowledge, qualifications and experience criteria (listed below) and that they have the ability to undertake the key responsibilities of the position.

1. Relevant tertiary qualifications and membership of a recognised professional accounting organisation
2. Competency and experience of enterprise resource systems and associated applications that may be applied to financial management and reporting
3. Demonstrated ability and experience in preparing budgets and financial reports and statements in a local government or equivalent setting
4. Ability to lead and manage a team with the ability to stimulate a high level of performance and foster teamwork across all areas.
5. Highly developed communication, mediation, conflict resolution and negotiation skills and ability to establish and maintain a good rapport with various stakeholders (i.e. Councillors, Council employees, community members, businesses and other levels of government).
6. Current Victorian Drivers licence and recent national police check, or ability to obtain

General Conditions of Employment

In addition to recognised professional ethics, Council requires the appointee to adhere to the following principles:

Council Officers must not make improper use of any information acquired as a result of employment to gain directly or indirectly a financial advantage for himself/herself or for any other person or with intent to cause detriment to the Council.

In addition, employees will not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 2020.

Information obtained through employment with the Corangamite Shire Council is confidential and cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Corangamite Shire Council.

Policies

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, Council policies and procedures.

Each employee is responsible for ensuring they are familiar with Council policies, as a breach of policy may result in disciplinary action.

Privacy

The Corangamite Shire Council acknowledges and respects the privacy of individuals. Position applicants are required to submit written applications which will be assessed by the relevant selection panel and the most suitable applicants may be invited to attend for personal interview prior to any offers of appointment. All applications will be treated with the utmost confidentiality. Unsuccessful applicant's documentation will be disposed of within 12 months of finalisation of the recruitment process.

The successful applicant's details (including referee's comments) will become employment-related information and will be included on the individual's Personnel File. Access to Personnel Files is restricted within the organisation. The Corangamite Shire Council may disclose this information to third parties (such as the Local Authorities Superannuation Board) for employment related purposes or other organisations if required by legislation.

Requests for access and or correction should be made to Council's Manager Human Resources/Risk Management.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcome of this process may be deemed a disqualification.

Commencement Date

Applicants short listed for interview will be asked to indicate the earliest date they are able to commence duties. Council would like the successful applicant to commence duties as soon as possible.

Appointment

It is a condition of employment that appointees undertake a pre-employment medical examination to certify that they are capable of carrying out the demands of the position. Screening for illegal drugs is included as part of the medical. Employment is also subject to a satisfactory national police record check.

Employment will be subject to a 6 month minimum employment period.

Key Selection Criteria

The Key Selection Criteria outline the criteria that will be used as the basis for selecting the most appropriate person for the job.

While there is no right or wrong way to format your written application, to be eligible for interview, your application must include a response to the Key Selection Criteria. Wherever possible provide specific examples illustrating particular skills which will enable us to determine how well you align to them.