



POSITION DESCRIPTION

Manager Finance

Local Government — Generic Template

Prepared by GEM Executive

Position Details

Position Title:	Manager Finance
Classification:	Senior Officer Contract / Senior Executive Officer (Council-dependent)
Employment Status:	Full-Time, Permanent
Directorate:	Corporate Services
Reports to:	Director Corporate Services
Direct Reports:	Finance, Rates and Revenue, and Payroll team leaders/coordinators
Budget Responsibility:	Operating budget aligned to the Finance department, plus oversight of Council's overall operating and capital budgets

Position Purpose

The Manager Finance is a senior leadership role responsible for the efficient and effective management of Council's financial functions, including financial strategy and planning, accounting and payroll, rates and revenue, procurement, and financial governance and compliance.

Reporting to the Director Corporate Services, the role leads the development of Council's annual budget, Long-Term Financial Plan, and statutory financial statements, and provides expert financial advice to the Chief Executive Officer, Councillors, and the Executive Leadership Team to support sound organisational decision-making.

As a member of the organisation's leadership group, the Manager Finance fosters a high-performing, customer-focused finance team and plays a key role in ensuring Council's long-term financial sustainability, robust internal controls, and compliance with all relevant legislative and reporting requirements.

Key Objectives

- Develop and implement Council's financial goals, strategies, and long-term financial plans to ensure ongoing financial sustainability.
- Lead the preparation of the annual budget, Long-Term Financial Plan, and statutory financial statements in accordance with legislative requirements and accounting standards.
- Maintain robust internal controls, governance, and compliance across all finance functions.
- Oversee financial, rating, payroll, and accounting systems and processes in line with legislation and best practice.
- Provide expert, timely, and accurate financial advice and reporting to Council, the Executive, and other stakeholders.
- Lead, develop, and motivate a high-performing finance team focused on service excellence and continuous improvement.

Key Responsibilities

Financial Strategy and Planning

- Lead the development, monitoring, and review of the annual budget, Strategic Resource Plan, and Long-Term Financial Plan.
- Perform complex financial analysis and provide strategic advice on key financial documents and policies.
- Develop financial models and pricing models to support organisational and Council decision-making.
- Oversee the development of the long-term capital works financial plan, ensuring robust capital planning and reporting.

Financial and Accounting Operations

- Oversee the preparation of Council's Annual Report, statutory financial statements, and financial returns in accordance with legislative requirements and accounting standards.
- Ensure the accurate and timely delivery of accounting, payroll, and treasury functions, including reconciliation and maintenance of the Chart of Accounts and General Ledger.
- Manage the external audit function, and act as the key liaison between Council, the Audit and Risk Committee, and internal and external auditors.
- Proactively manage the treasury function in accordance with statutory and prudential requirements.

Rates and Revenue

- Oversee the administration of Council's property, rating, and revenue collection systems and processes, ensuring accuracy and a high level of customer service.
- Develop and maintain a Revenue and Rating Plan, including rates modelling, revenue collection, and debtor management.
- Oversee property valuations in accordance with relevant valuation best practice and legislative requirements.

Procurement and Fleet (where applicable)

- Provide advice, support, and administration in relation to probity, equity, transparency, and compliance with Council's procurement policies and procedures.
- Oversee the reliable, safe, and cost-effective management of Council's plant and fleet assets, where this function sits within Finance.

Leadership, People and Culture

- Lead and manage the Finance department, providing clear direction, coaching, and professional development to build team capability.
- Foster a motivated, high-performing, and customer-focused team culture aligned with Council's values.
- Support staff development, performance management, and recruitment within the Finance department.
- Leverage technology and process improvement to enhance the efficiency and effectiveness of finance operations.

Governance, Risk and Stakeholder Relationships

- Ensure compliance with the Local Government Act, financial and reporting regulations, Australian Accounting Standards, and all other relevant legislation.
- Identify, assess, and mitigate financial, strategic, and operational risks, including managing internal controls and audit outcomes.
- Maintain strong working relationships with internal and external auditors, government departments, financial institutions, and other councils or regional partners.
- Consult and communicate regularly and effectively with Councillors, the CEO, the Executive Leadership Team, staff, and the community on financial matters.

Key Relationships

Reports to:	Director Corporate Services
Direct Reports:	Finance, Rates and Revenue, Payroll and Procurement team leaders/coordinators
Internal Liaisons:	Chief Executive Officer, Councillors, Executive Leadership Team, Responsible Managers, Audit and Risk Committee, all staff
External Liaisons:	Internal and external auditors, government departments and agencies, financial institutions, professional and industry bodies, regional partners and other councils

Accountability and Extent of Authority

- Accountable for the efficient and effective management of the Finance department's resources, operations, and service delivery.
- Accountable for the accurate and timely reporting of Council's financial position, including budgets, cash flows, reserves, and investments.
- Accountable for compliance with legislative, industry, and Council requirements across all finance activities, reports, returns, and acquittals.
- Authorised to approve expenditure and exercise financial delegations in accordance with Council policy and statutory obligations.
- Authorised to develop, implement, and maintain Council's financial policies, procedures, and business rules.

Judgement and Decision Making

- Exercises a high degree of independent judgement in the interpretation and application of the Local Government Act, Australian Accounting Standards, and other relevant legislation.
- Makes informed recommendations to the Director Corporate Services and Executive on Council's financial position, accounting practice, and procedures.
- Applies analytical and problem-solving skills to complex financial and strategic matters, balancing statutory obligations, risk, and organisational priorities.
- Maintains a high level of security and confidentiality of Council financial and organisational information.

Specialist Skills and Knowledge

- Excellent financial management, strategic planning, and long-term financial modelling skills.
- Thorough understanding of the Local Government Act, Australian Accounting Standards, and relevant statutory and reporting frameworks.
- Strong understanding of accounting systems, internal controls, and enterprise resource systems (e.g. TechnologyOne).
- Demonstrated ability in financial reporting, budget development, and internal control management.
- Well-developed leadership, coaching, and team development capability.
- Highly developed written and verbal communication skills, with the ability to prepare and present financial reports and advice at Council and Executive level.
- Strong negotiation, conflict resolution, and stakeholder engagement skills.

Qualifications and Experience

Mandatory

- Tertiary qualification in Accounting, Commerce, Business, or a related discipline.
- Membership of a recognised professional accounting body (CPA or CA preferred).
- Substantial experience in a senior financial management or leadership role, ideally within local government or a multi-faceted service delivery organisation.
- Demonstrated experience in preparing budgets, long-term financial plans, and statutory financial statements.
- Current Victorian driver's licence.

Desirable

- Experience with local government enterprise resource systems such as TechnologyOne.
- Experience overseeing rates and revenue, payroll, or procurement functions.
- Postgraduate qualification in a related field.

Key Selection Criteria

- Relevant tertiary qualifications and membership of a recognised professional accounting body, with significant experience in financial management.
- Demonstrated ability to prepare long-range financial plans, budgets, forecasts, and statutory financial statements, and to provide strategic input into Council's planning cycle.
- Strong understanding of accounting systems, internal controls, and enterprise resource/financial management systems.
- Proven ability to lead and develop a high-performing team, fostering a culture of collaboration, accountability, and continuous improvement.
- Excellent written and verbal communication skills, with proven ability to prepare and present financial information and reports at the highest level.
- Proven experience working in the public sector, with a sound understanding of local government, the Local Government Act, and applicable rates structures.
- Current Victorian driver's licence and satisfactory National Police Check, or ability to obtain.

Conditions of Employment

Conditions of employment are in accordance with the employing Council's applicable Enterprise Agreement, Senior Officer Contract, or Senior Executive Officer Agreement, and the relevant Code of Conduct.

This is a generic Position Description template developed by GEM Executive for local government Finance leadership roles. It is intended to be tailored to reflect the specific structure, classification, remuneration, reporting lines, and strategic priorities of the engaging Council prior to use in a recruitment campaign.