



DEVONPORT CITY COUNCIL POSITION DESCRIPTION

Position Title:	Finance Manager		
Department:	Corporate Services	Classification:	Contract
Location:	Paranaple Centre	Incumbent:	Vacant
		Status:	Full Time

A. PURPOSE OF THE POSITION

The position is responsible for managing the Financial Services Department in the effective and efficient delivery of services required to achieve Council's objectives and to provide relevant and expert professional advice to the whole of the organisation.

The role will work closely with the Executive Leadership Team to ensure all Council's statutory obligations in relation to financial activities are met.

B. PRINCIPAL ACCOUNTABILITIES

Accountability	Measures
Effective Financial Operational Management	<ul style="list-style-type: none"> • Policy review and development • Long term finance plan • Budget development and reporting • Annual plan and budget commentary • Internal and External audit • Financial Asset Coordination including revaluation • Key liaison with Assets and Infrastructure • Rate modelling • Develop annual plan actions relation to finance • Provision of financial information to annual report • Treasury management, oversight of cashflow • Investment and debit management • Financial framework • System design and processes • Advice on hardship, debt recovery, legal action • Assist with resource allocation from other departments • Reports to Council • Borrowing allocations from Treasury • Maintain bank relationships • Revenue Coordinator responsibilities • Approval of refunds, remissions, letters
Responsible for providing accurate, timely financial reporting to all levels of Council according to needs and relevant accounting standards	<ul style="list-style-type: none"> • Accurate reports produced for operational and capital expenditure • Reports provided in a timely manner • Reporting clear, easily understood and at appropriate level for recipient
Responsible for providing financial services to the	<ul style="list-style-type: none"> • Accounting undertaken in accordance with relevant standards, Council policy and legislation

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organisation including accounts payable, accounts receivable, payroll, rates management, procurement and general accounting services	<ul style="list-style-type: none"> • Compliance with external audits
Prepare Long Term Financial Plans, Annual and End of Year Financial Reporting	<ul style="list-style-type: none"> • Coordinate the budgeting process • Responsible for end of year financial reporting activities of Council including the preparation of the Financial Statement • Ensure that the Financial Statement is completed within statutory timeframes • Prepare the long term financial plans
Manage Councils internal and external audit functions	<ul style="list-style-type: none"> • Liaise with internal and external auditors to develop, program, provide information and disseminate information throughout the organisation relating to audit enquiries, findings and recommendations. • Ensure timely responses and compliance with internal and external audits • Attend Audit Panel meetings and provide input from a high-level financial management perspective • Develop, implement and monitor the fraud control measures for all of Council's Operations
Manage the Human Resources of the Department ensuring objectives and performance requirements are clear and employees are supported to achieve their work goals	<ul style="list-style-type: none"> • Resources are distributed appropriately to achieve agreed objectives • Participative and regular team briefings established • Annual Performance Reviews are completed on time and employees are acknowledged for their successes • Training and development needs are identified, acted on and monitored for impact • Employees are well informed and supported where performance requires improvement • Leave requirements within the section, managed in accordance with Council policy
Responsibility for the development, implementation and monitoring of the adopted Financial Services Department operational and capital budget	<ul style="list-style-type: none"> • Operational objectives achieved within budget • Capital expenditure completed within budget allocation • Input for budget is coordinated and provided by agreed time • Staff aware and actively monitoring the financial position of their relevant work areas
Coordinate the Financial Services Department's input into	<ul style="list-style-type: none"> • Input is provided using PLANiT software within agreed times

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the Council's strategic, corporate and annual planning cycle	<ul style="list-style-type: none"> • Both strategic and operational requirements are addressed • All team members have an opportunity to contribute to the various planning cycles
Liaise with key stakeholders and the public, including response to complex customer enquiries	<ul style="list-style-type: none"> • Liaison undertaken with stakeholders as required • Non-routine matters to be dealt with for resolution • Council enquiries directed to Deputy General Manager with suggested solutions • Responses are provided in accordance with the Council's Customer Service Charter
Undertake professional development to ensure existing qualifications remain current and on-going career development occurs	<ul style="list-style-type: none"> • Professional development incorporates both technical and management aspects of the position • Submission of draft proposed professional development targets at annual performance review
Responsible for managing the development, implementation and compliance of legislation, risk management, policy, procedures and systems relevant to the Department	<ul style="list-style-type: none"> • Delivery of services is provided in accordance with contractual and legislative requirements • Policies, procedures and practices relevant to the organisation are developed, implemented and improved to maintain a high level of customer service to clients • Departmental compliance with Council's Safety Management System • Contractors, consultants and external providers comply with OHS requirements • Strategic risk assessment and planning for the management of high-risk elements of Councils business • Relevant actions from audits implemented within required timeframes • Reports are prepared on potential hazards/risks or breaches • Required changes identified and implemented in system and workplace with appropriate training and support
Develop and maintain systems with all Council's departments to ensure the effective delivery of financial services functions	<ul style="list-style-type: none"> • Undertake ways to improve communication and understanding between the Financial Services Team and the rest of the organisation • Provide regular briefing to the Deputy General Manager to ensure the provision of appropriate information to enhance the delivery of the financial services functions

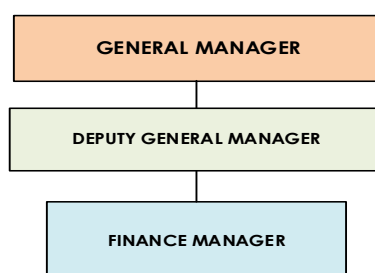
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Support implementation and adherence to Council policies and procedures	<ul style="list-style-type: none"> • Adherence to Council policies and procedures • Promotion of Council policies and procedures to all relevant contacts
Comply with Health & Safety requirements & Council policies	<ul style="list-style-type: none"> • Comply with all legislation, Council safety procedures, safe work practices and instructions and ensure information is provided to the broader community as required • Take reasonable care of own health and safety and health and safety of other persons, including persons working under the direction or supervision of you, who may be affected by your acts or omissions at the workplace: and comply with any direction given to you by the employer or responsible officer with respect to any matter relating to health and safety under the Act • Avoid, eliminate or minimise hazards within your control, and immediately report • Attend and actively participate in training programs provided in the interests of H&S • Ensure accidents and near misses are reported • Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework, including Fraud Control Measures.

C. CORPORATE ENVIRONMENT

This position reports to the Deputy General Manager.

The following chart illustrates the relationship of the position within the organisation.



Challenges

The incumbent will be expected to maintain up to date technical skills and knowledge, adopting a flexible approach to meeting work demands and undertake new or alternative duties as required. A professional image of Council must be projected at all times.

The position involves significant liaison across all areas and levels of the organisation. The incumbent will need to utilise excellent interpersonal skills and diplomacy to ensure positive and productive relationships are established and maintained.

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Effective delivery of support will require the ability to anticipate required actions and resolve matters without being specifically requested to, using appropriate judgement and initiative.

Consistent application of tact, excellent communication, time management and organisational skills and abilities will be required.

D. CONDUCT

Council has three Values which are designed to drive all decisions and behaviours. In addition, each team across the organisation has its own unique Team Commitments which focus on team specific expectations. All employees are required to embrace the Values, Team Commitments and comply with Councils Staff Code of Conduct.



E. KEY COMMUNICATIONS

Internal

This role involves important interaction with all staff within the department and across Council. The position will require that information is sought from all sections of Council on a regular basis as it relates to the delivery of quality financial services functions. Effective and timely communication will be an important aspect of the position.

External

The position will require a high level of communications with Council's external customers and business partners. The position will need to deal with enquiries and complaints in a professional and timely manner. A high standard of confidence and care must be maintained.

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F. REQUIRED PERSONAL ATTRIBUTES

The incumbent is expected to possess and consistently display the following personal attributes.

Ethics, values & integrity – Maintain high standards of ethics and integrity, inspire trust and confidence, treat all contacts equitably and fairly, and observe all Council policies and procedures, particularly the Code of Conduct.

Commitment and enthusiasm – Ensure enthusiasm and commitment to sustained effort through diligence and pursuit of high standards and their promotion to others. Be aware of best practice in relevant work areas and identify and undertake appropriate continued personal and professional development.

Initiative and innovation – Proactively utilise initiative, innovation and a commitment to continuous improvement to ensure the relevance and optimum effectiveness and efficiency of Council operations and service delivery. Anticipate potential problems and take appropriate actions to eliminate or manage their impact.

Working with others – Respect others and throughout the conduct of Council business actively support and provide coaching and assistance to fellow staff. Recognise and value the diversity of those in the workplace, and the impact of your actions and the examples you set for others. Ensure appropriate proactive communication is undertaken and respect the importance of keeping all relevant parties informed.

Professional & confident demeanour – Consistently project a professional, confident, controlled and customer service focused attitude and demeanour. Promote confidence in others and their abilities to the betterment of Council.

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G. SELECTION CRITERIA

The following criteria are provided to assist in the identification of a potential incumbent's skills, knowledge and experience required for competent performance in the position.

Essential Criteria

- Tertiary qualifications in accounting, financial management or related field
- Current membership of CPA Australia or Chartered Accountants of Australia and New Zealand
- Experience in a similar position with responsibility for financial analysis, planning and the production of financial reports and budgets
- Experience in a related supervisory position leading a team delivering similar broad range of services
- Thorough understanding of accounting standards and concepts and ability to communicate relevant information effectively to people of accounting and non-accounting backgrounds
- Excellent written and oral communication skills
- Sound skills in the development of and management of work priorities
- Commitment to continuous improvement
- Demonstrated sound business practices including performance management, benchmarking and best practice principles
- National Police Check

Desirable Criteria

- Post graduate qualifications in accounting or relevant discipline
- Local government accounting experience or sound understanding of the local government industry and the range of services delivered
- Experience with the Finance One accounting suite
- Car licence

OFFICE USE ONLY

Authorisation	Approved by General Manager 23/4/2024
Evaluation	Contract
Review	Reviewed -23/4/2024 by Deputy General Manager