

## POSITION DESCRIPTION

| 1. POSITION DETAILS  |   |   |  |
|--|---|---|--|
| <b>Position Title</b>  | Finance Manager   | <b>Designation &amp; Classification Level</b> | Base Salary \$130,000 Contract                         |
| <b>Position No</b>   | 1007  | <b>Division</b>                               | Corporate Services & Sustainability                    |
| <b>Business Unit</b>   | Financial Management and Planning   | <b>Reports To</b>                             | General Manager, Corporate Services and Sustainability |
| <b>Location</b>  | Katherine   | <b>Date Created</b>                           | November 2021  |
| 2. POSITION CONTEXT  |   |   |  |
| <b>Position Summary/ Purpose</b>   | As a key member of the Senior Leadership team, the Finance Manager will report to the General Manager, Corporate Services and Sustainability. This position will have the primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the Council. |   |  |
| 3. KEY RESPONSIBILITIES  |   |   |  |
| <p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• In conjunction with all Council Departments, draft an annual budget within agreed timelines for ratification by Council.</li> <li>• Monitor and review budgets as required by relevant legislation/accounting regulations and provide financial reports to Council and funding agencies where required.</li> <li>• Provide advice to Executive Management Team on budget and financial matters including recommended strategies to manage income and expenditure by departments.</li> <li>• Assist Council Members to improve Council knowledge of budget and financial matters.</li> <li>• Develop and maintain a forward financial model/plan in conjunction with the annual budget for the period as required under legislation/accounting regulations or a longer period as required by Council.</li> <li>• Analyse new project budgets to ensure viability and provide advice to the General Manager on the financial sustainability.</li> <li>• Liaise with Auditors to deliver annual Audited Financial Statements and ensure Council's taxation obligations are met.</li> <li>• Liaise with technology partners to ensure the most suitable services are delivered to the council.</li> <li>• Review, develop and recommend policy and procedures.</li> <li>• Attend and contribute to Council and Committees as required.</li> <li>• Supervise and deliver the Council finance and accounting functions in line with Council Financial policies and statutory requirements.</li> <li>• Provide input to Council's Annual Report including financial statements, KPI and business unit reporting.</li> <li>• Oversee completion of Statutory Reports.</li> <li>• Establish and manage contracts as required to ensure delivery of efficient services.</li> <li>• Manage loan and investment portfolios.</li> <li>• Assist Council's Assets business unit with maintaining the Assets Register and valuations of all Council property in accordance with accounting standards.</li> <li>• Liaise with the Department of Local Government, other relevant funding bodies and auditors on all financial matters to ensure all appropriate records and reporting are delivered and the Council finance system is operating effectively and efficiently</li> <li>• Assist the General Manager as required.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>• Development and maintenance of internal controls within the business unit and assist other business units with financial internal controls.</li> <li>• Develop strategic directions for internal financial reporting.</li> <li>• Develop strategic directions for external transactions/payment systems.</li> </ul> |   |   |  |

- Develop a Strategic Plan for future rating structures.
- Develop a Strategic Financial Plan to align with Council's strategic planning processes, including undertaking financial analysis and risk identification and developing financial strategies and performance measures.
- Develop and implement investment strategies.
- Develop and implement Operational Service Plans within the Finance Department.
- Contribute to the development of the Asset Management Plan and long term capital works plans.

### 3. Quality and Continuous Improvement

- Regular and effective communication is practiced.
- Human Resource policies and procedures are implemented.
- Provide leadership within the Finance Department, including monitoring of staff performance, to ensure team members are adequately supervised and have opportunities for development & training.
- Service and employee responsibilities are clearly identified.
- Ensure the finance section's work practices and procedures are appropriate and current.
- Ensure that a teamwork philosophy is engendered in all operations.
- Provide timely management reports on operations of the section.
- The Business Plan, Budget and Operational Service Plans are actively monitored.
- Monthly status review of Budget and Operational Service Plans.
- Quarterly review and report to General Manager.
- Ensure all regulatory requirements related to the finance section are fulfilled.

### 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## 4. SELECTION CRITERIA

### ESSENTIAL

1. Tertiary qualifications in Accounting with post graduate qualifications in financial management.
2. A member of CPA Australia (Certified Practising Accountant) or CA (Chartered Accountants Australia and New Zealand) with at least 10 years of experience in a finance or accounting role.
3. Senior experience and a proven track record of achievement in budget management and the financial accounting function in major public sector or commercial corporations.
4. Extensive knowledge and understanding of public sector accounting and financial practices, risk management, frameworks, principles, concepts and methodologies.

5. Extensive experience in financial analysis and preparing financial reports as required including asset management and control procedures.
6. Demonstrated experience preparing Annual Financial Statements, BAS/FBT returns and other statutory reporting.
7. Excellent computer skills to enable successful operation of accounting system and financial modelling.
8. Proven skills in the leadership of multi-disciplinary teams, managing change and fostering a positive and high performing workplace.
9. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff particularly executive management.
10. Highly developed analytical and conceptual skills with demonstrated capacity to drive continuous improvement.
11. High level written and verbal communication skills, with the ability to deliver complex financial data to a wide audience including financial reporting to multiple internal and external bodies.
12. Strong organisational skills and experience in business planning.
13. Demonstrated ability to develop and maintain organisational and departmental budgets and long term financial plans and provide direction with the organisations processes and procedures.

#### DESIRABLE

1. Demonstrated knowledge and awareness of issues impacting on Indigenous people in remote locations.
2. Knowledge of the principles of Work Health and Safety and ability to promote them in the workplace.
3. Experience in a similar role within a Local Government environment.

#### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.
3. Valid Working with Children's Clearance (Ochre Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
4. Current Northern Territory C Class Drivers Licence.
5. Provide COVID19 vaccination evidence

#### 5. ACKNOWLEDGEMENT

|                 |            |                           |  |
|-----------------|------------|---------------------------|--|
| GENERAL MANAGER | M. GARDNER | Date Approved: 29. 11. 21 | Signature:  |
| Employee Name   |            | Date:                     | Signature:   |