

## POSITION DESCRIPTION

### TEAM LEADER FINANCIAL SERVICES

#### Position Summary

Reporting to the Manager Finance, the Team Leader Financial Services is responsible for overseeing Council's financial systems and providing effective and efficient accounting support to the organisation. This position is responsible for leading and motivating the finance team with 3 core financial areas reporting directly to it (accounts payable, accounts receivable and payroll). The Team Leader plays an important support role in the preparation of Council's statutory reports including but not limited to the Annual Budget, Annual Financial Report and Victorian Grants Commission return.

#### Position Details

Title	Team Leader Financial Services
Classification	Band 6
Category and status	Temporary full time
Reports to	Manager Finance
Supervises	Payroll Officer, Accounts Receivable & Payable Officers, Trainee and other finance staff as required.
External relationships	Bank and financial institutions, government departments, suppliers, clients, debt collection agencies, general public and other local government entities.
Date PD approved	May 2020

#### Position Key Responsibilities

Financial Accounting	<ul style="list-style-type: none"> <li>Assist in the preparation of the Annual Financial Reports</li> <li>Prepare grant acquittals</li> <li>Prepare statutory and regulatory returns eg Fringe Benefits Tax, ABS surveys, BAS, fuel rebate</li> <li>Ensure timely and accurate reconciliation of general ledger accounts, bank accounts, sub-systems, stock levels.</li> </ul>
Audit – Internal and External	<ul style="list-style-type: none"> <li>Assist the Manager Finance with the annual external audit process</li> <li>Assist the Manager Finance with the internal audit process.</li> </ul>
Management Accounting	<ul style="list-style-type: none"> <li>Assist in the preparation of the Annual Budget, and ensure appropriate reviews and forecasts are undertaken</li> <li>Assist with the preparation of the Annual Financial Report and ensure appropriate reviews and forecasts are undertaken</li> <li>Assist with the preparation of the Victorian Grants Commission return</li> <li>Ensure the processes required for the preparation and monitoring of monthly performance and budget reports are completed in a timely manner</li> </ul>
Systems Innovation and Development	<ul style="list-style-type: none"> <li>In conjunction with the Manager Finance, seek to initiate innovative, contemporary systems and improvements which</li> </ul>

	<p>enhance system integration and automated processes eg purchasing cards, Synergy modules, enterprise desktop reporting</p> <ul style="list-style-type: none"> <li>• Ensure system upgrades and enhancements are communicated to the organisation and implemented in a timely manner.</li> </ul>
Asset Accounting	<ul style="list-style-type: none"> <li>• Ensure the timely and accurate preparation and maintenance of up to date Asset Registers, including acquisition, disposal, write-offs, depreciation and associated reporting.</li> <li>• Ensure timely and accurate conduct of regular stock takes</li> </ul>
Revenue and Payments	<ul style="list-style-type: none"> <li>• In conjunction with the Manager Finance, ensure the effective day to day operation of the debtors and creditors functions and the appropriate and timely collection and payment of associated monies, in accordance with established policies and delegations</li> <li>• In conjunction with the Manager Finance, ensure the effective day to day operation of the treasury, loan and investment functions in accordance with contemporary best practice, in accordance with established policies and delegations.</li> </ul>

#### Position Organisational Responsibilities

Leadership	Position will be a role model to staff and the community, actively demonstrating Council's values. Position will lead the finance team through a structured process to ensure all staff have developed the necessary skills to cover periods of leave with minimal disruption. The position will provide opportunities for staff to develop their skills to provide future employment options.
Strategy and policy	Position will assist in developing policies and strategic documents; write Council reports; participate in Council reporting requirements including Council Plan, Annual Report and regulatory/statutory requirements.
Budget	Position will be required to have input to the Department Budget.
Internal meetings	Position may be required to present items to ELT and to attend Management Team meetings. Position will be required to conduct regular finance team meetings.
External collaboration	Position may be required to represent Council at a range of forums including community meetings, industry networks, government/agency workshops etc.
Risk management	Position is responsible for identifying and minimising risk to Council; contributing to Council's risk register; ensuring that all department OH&S obligations are met.
Corporate records	Position is responsible for the team's accurate and timely storage of all Council records in Council's record management system or approved equivalent.
Legislative framework	Position is accountable for all Council legislative and regulatory obligations relevant to the finance department.
Customer Service	Position is accountable for the team's adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with our values of Collaboration, Resourcefulness, Innovation, Flexibility and Integrity.
Behaviour	Position will demonstrate behaviour of the highest of integrity; that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Position may be required to take a key role in municipal emergencies as detailed in

	Council's Municipal Emergency Management Plan.
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**Position accountability, judgement, skills and qualifications**

Accountability and extent of authority	To take a support role in the preparation of Council's budget, Annual Report and the Annual Victorian Grants Commission Return, assume responsibility for the timely process of functions to assist in the preparation of financial reports to management and Council by the Financial Accountant. Responsible for the integrity of general and subsidiary ledgers and registers, responsible for timely and accurate completion of various acquittals and government returns and responsible for the effective supervision of support accounting functions.
Judgement and decision making	Make recommendations on skills and resources necessary to perform role, provide recommendations for the development of improved policies and procedures over areas of responsibility and provide support/advise on systems.
Specialist skills/knowledge	Position will require an understanding of the long term objectives of the organisation and an in-depth understanding of legislative requirements. Research, analytical and investigative skills are required to enable the sound development of policy, strategy and solutions to complex problems.
Management skills	Position must be able to manage time, prioritise, organise and plan own work and that of the team. Understanding of personnel practices and policies is required.
Interpersonal skills	Position must be able to communicate effectively at all levels within the organisation and to members of the community. Position will be required to effectively present both written and verbal information to team, other staff members, the executive team and community members. Position will be required to represent Council to a range of external stakeholders, including contractors and statutory and government departments.
Qualifications/experience	Degree/Diploma in relevant field along with significant experience.

**Selection Criteria**

Qualifications	Financial and/or Management qualification.
Experience	Experience relative to the position. Prior local government experience would be an advantage but not essential.
Skills	Understanding of Microsoft office products. Understanding/experience in the use of financial software packages.
Communication	Ability to provide financial assistance and support within an organisation covering a diverse range of services. Ability to liaise with a diverse range of stakeholders.
Leadership	Ability to lead, motivate and mentor a team of finance professionals