

CHIEF FINANCIAL OFFICER

POSITION DESCRIPTION

Position Summary

The Chief Financial Officer has primary responsibility for:

- Planning, implementing and managing all financial activities of Council.
- Strategic planning and providing sound advice to ensure the ongoing financial sustainability of Council.
- Operational strategies and control systems to maximise Council's assets and drive organisation efficiencies.
- Leading and inspiring a strong culture in the finance department.
- Championing digital transformation of the Council's systems to ensure they are efficient and contemporary to facilitate the delivery of Council's objectives.

You will be an enthusiastic, experienced leader with strong financial skills. You will be a team player, with a sound knowledge of organisation development concepts and contemporary technological thinking. Your time management and interpersonal skills are exemplary. These skills allow you to deal successfully with competing priorities.

Position Details

Title	Chief Financial Officer
Classification	Band 8
Category and status	Permanent full time
Reports to	Director Corporate Services
Supervises	Management Accountant, Financial Accountant, Revenue Coordinator
External relationships	Government departments, finance professionals in other councils, financial institutions, Audit and Risk committee and external audit agency
Date PD approved	October 2023

Position Key Responsibilities

Leadership	<ul style="list-style-type: none"> • Provide leadership and direction to the finance team. • Lead and inspire a strong culture that is in line with Council's values and behaviours. • Provide and achieve communication across the team to ensure that staff are kept aware of all relevant changes.
Policy and regulations	<ul style="list-style-type: none"> • Comply with all relevant policy and legislative changes that apply to finance. • Develop policies, strategic documents and reports relating to finance. • Ensure that all documentation and processes are streamlined in accordance with Council policy and procedures. • Ensure Council's legal obligations for the provision of financial services and reporting obligations are met. • Ensure the team accurately capture records in Council's approved record management system. • May take a key role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.

Team management	<ul style="list-style-type: none"> • Comply with Council's HR framework on recruitment and selection, annual staff reviews and training. • Develop communication methods that ensure staff have the information they need to meet Council's objectives. • Manage external contract arrangements.
Strategy and budget	<ul style="list-style-type: none"> • Implement contemporary financial systems that streamline operations and drive organisational efficiencies. • Develop and maintain Council's Financial Plan. • Manage Council's Annual Budget process including the drafting, finalisation, presentation and reporting of the budget. • Develop and manage the annual Capital Works program. • Develop the Revenue and Rating Plan. • Identify potential risks associated with the financial operation of Council and develop solutions for consideration of the Director.
Operational	<ul style="list-style-type: none"> • Manage the Annual Financial Statements completion within the statutory timeframes and to the required audit standards. This includes acting as the Principal Accounting Officer. • Provide key input and review to the Local Government Reporting Framework • Manage all financial accounting, management accounting and asset accounting functions. • Manage the taxation compliance reporting requirements. • Manage Council's internal and external auditing requirements. • Manage Council's rating, valuations, revenue and payment functions. • Lead the continual improvement of Council's systems and processes.
Performance Reporting	<ul style="list-style-type: none"> • Coordinate Council's requirements under the Local Government Performance Reporting Framework.
Risk management	<ul style="list-style-type: none"> • Identify and minimise risk to Council by complying with Council's risk framework including contributing to the risk register and ensuring that all department OH&S obligations are met.
Customer Service / Collaboration	<ul style="list-style-type: none"> • Ensure that the team adhere to the Customer Service Charter. • Participate and present in regular team meetings including ELT, Council Briefing sessions and to conduct regular team meetings. • Represent Council at a range of external forums.
Organisational Responsibilities	<ul style="list-style-type: none"> • 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. • Position is responsible for the team's accurate and timely storage of all Council records in Council's record management system or approved equivalent. • Position is accountable for Council's legal obligations in regard to the provision of planning and regulatory services. • Position is accountable for the team's adherence to the Customer Service Charter. • Position will demonstrate and encourage behaviour in line with Council's values. • 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. • Position will be required to assist in municipal emergencies as detailed in Council's Municipal Emergency Management Plan. • Other duties as required and within the incumbent's capabilities.

Position accountability, judgement, skills and qualifications

Accountability and extent of authority	<ul style="list-style-type: none"> • Lead the planning and development of the Council's long-term strategies and plans, in accordance with legislation, to support the Council's objectives. • Provide high quality, financial advice based on informed analysis and strategic policy advice to the Executive Leadership Team (ELT). • Promote and encourage innovation and engagement to achieve high quality service delivery. • Lead the development of operational strategies and control systems to ensure the accuracy of financial data, the timeliness of regulatory reporting and to gain organisational efficiencies.
Judgement and decision making	<ul style="list-style-type: none"> • Demonstrated capacity to exercise judgment, adapt to changing circumstances and be flexible in the approach to addressing challenges. • Ability to work and make decisions independently, use initiative, work under pressure and manage multiple, and often competing priorities. • Ability to exercise loyalty, judgement and discretion and to maintain confidentiality on sensitive issues. • Ability to recognise issues that need escalating and make clear, concise recommendations on issues that may impact the Council significantly.
Specialist skills/knowledge	<ul style="list-style-type: none"> • A high level of political acumen, judgement and sound understanding of the Victorian Local Government environment. • Proven experience and success in managing financial services in a multi-faceted organisation. • Creative and innovative thinking to adapt to challenges as they occur. • A sound knowledge of contemporary budgeting, accounting and financial procedures, practice and theory. • Experience in long term financial modelling.
Management skills	<ul style="list-style-type: none"> • Outstanding communication and time management skills to prioritise, organise and plan own work and that of the team. • Understanding of personnel practices and policies is required.
Interpersonal skills	<ul style="list-style-type: none"> • Outstanding communication, time management and interpersonal skills including a proven ability and genuine interest in working with others. • High self-awareness and capacity to build a values based team. • Ability to represent Council to a range of external stakeholders, including financial institutions and statutory and government departments.
Qualifications/ experience	<ul style="list-style-type: none"> • Relevant qualifications to allow membership to the Australian Society of Certified Practising Accountants or Institute of Chartered Accountants. • Significant experience in a senior financial management role.

Selection Criteria

Experience and Knowledge	At least five years relevant work experience in a senior financial management role, which includes the timely and accurate completion of audited annual financial statements.
Communication	Ability to influence and guide sound financial decision making to drive organisational efficiencies.
Budgets	Demonstrated experience in developing, monitoring and reporting on budgets and financial plans.
Leadership	Ability to lead, inspire and mentor a team of finance professionals in a values based culture.

Qualifications	Tertiary qualifications in Business or Accounting and qualifications that allows membership to the Australian Society of Certified Practising Accountants or Institute of Chartered Accountants.
Innovation	Contemporary Information Technology skills and proven experience driving improvements (and in particular financial improvements) across an organisation.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature:	Date:
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Chief Financial Officer
Altus ECM reference: INT21/5E49443A
Position Description developed: November 2021
Position Description reviewed: April 2024