



## Position Description – Manager Financial Services

<b>Division</b>	Corporate Services
<b>Portfolio</b>	Financial Services
<b>Business Unit</b>	Financial Services
<b>Level</b>	Leadership
<b>Reports To</b>	General Manager Corporate Services
<b>Prescribed Position</b>	No

### Position Objective

The Manager Financial Services is responsible for leading the organisation in the promotion and delivery of financial management through the development and implementation of strategies and resources to sustainably deliver Council's strategic objectives.

The Manager Financial Services manages all aspects of Council's financial systems and accounting records in accordance with Local Government Act, Regulations, and professional standards, to meet the short and long term accounting requirements of the Council. In addition, the position provides timely and accurate advice to Council, Council staff and the Community, while responding to a variety of stakeholders on an as-needs basis

### Key Responsibilities

- Provide a high level of leadership to the portfolio, positively influencing and developing teams and individuals, negotiating solutions and providing a high level of customer experience.
- Provide strategic financial advice to the CEO, the Executive Leadership Team (ELT), and to the Elected Members of Council, with a focus on the identification, oversight, maintenance and mitigation of key financial risks.
- Leader, partner and collaborate with external stakeholders such as the LGFA, SALGFMG, state departments, Treasury officials and other SA Councils to keep abreast of new, changing and evolving processes in finance related areas.
- Collaborate and partner with internal stakeholders to develop and implement Council's long term financial plan.
- Manage Council's financial affairs and provide, monitor and maintain efficient accounting and budgeting systems and internal control processes.
- Guide, partner and support the ELT in the development of organisational financial strategies, plans and policies.

- Define, develop and maintain Council's finance policies and procedures and ensure appropriate and rigorous compliance processes are in place.
- Oversee the monthly preparation of capital and operating revenue/expenditure reports including year to date actuals and end of year projections, and ensure managers and general managers are promptly informed of variations to budgets and that remedial action proposed is notified to the CEO.
- Manage and lead the rating function of Council, including rating policy preparation and implementation, preparation and dispatch of rates notices, and management of rating enquiries, debtors, and related tasks.
- Provide appropriate management oversight for revenue from all sources and ensure that regular monitoring and reporting occurs.
- Manage cash flows, including working capital and short-term cash deposits, management of Local Government Finance Authority (LGFA) credit facilities, and Credit Cards.
- Manage the preparation of statutory quarterly, half yearly and annual Financial Statements including primary liaison with internal and external auditors.
- Manage the review and lodgement of returns for Taxes, goods and services tax, payroll tax, fringe benefits tax and fuel excise rebates.
- Ensure that all financial and relevant non-financial reporting obligations are completed in a timely and accurate manner.
- Participate in the organisational strategic planning and prioritisation process for initiatives and in doing so contribute to future focused thinking for the Council.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- An innovative, agile and dynamic mindset.

- Strong commercial business acumen and politically aware.
- Empowering leader who develops coaches and provides appropriate feedback to ensure others reach their full potential.
- Authentic leader who builds constructive relationships with people at all levels across the organisation.
- Exceptional interpersonal, negotiation and influencing skills.
- Excellent verbal and written communications skills.
- Exceptional commitment to customer service and passionate for delivering for the community.
- Well-developed time management problem solving and decision-making skills.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, enterprise asset management system and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the organisational values.

## Knowledge

- Strong working knowledge and understanding of the application of the Local Government Act, Local Government Financial Regulations and Australian Accounting Standards.
- Sound understanding of Council's role and function and strategic directions.
- Sound knowledge of the political processes in the local government sector.
- Sound knowledge of current technologies associated with information management.
- Awareness of current best practice, emerging trends and information technology developments.

## Experience

- Demonstrated experience leading a high performing and collaborative team committed to the delivery of high-quality outcomes and exceptional customer service.
- Previous experience in the development of critical, long-term strategies, plans and systems.
- Proven highly developed management skills including the ability to develop trust and ensure a robust highly motivated and engaged team cultural environment.

## Qualifications

Formal qualifications in Accounting, Finance or related discipline.

Essential

CPA/CA accredited.

Essential

Master Business Administration or similar

Desirable