

POSITION DESCRIPTION

Section 1 – POSITION DESCRIPTION

Position Title	Finance Manager
Department	Finance
Grade	22
Status	Full Time
Hours of Duty/days worked	35 Hrs Monday to Friday
UV Rating	Low
Directorate	Corporate and Community Services
Supervisor	Deputy General Manager Corporate and Community
Date Compiled	January 2007
Date Reviewed	*June 2011* March 2012*May 2012*November 2014*March 2015* July 2015*August 2015*April 2017*February 2020* January 2024

Vision

ACHIEVING TOGETHER

Corporate Values
"ECLAIRS"

- Ethical
- Caring
- Loyalty
- Accountability
- Integrity
- Respect
- Safety

Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

This role manages the Finance operation within Council and coordinates the activities of the Finance Team. It is responsible for managing the financial planning and budgeting requirements for Council and ensuring that statutory financial reporting requirements are met.

Key Responsibilities for Position of Finance Manager

The key responsibility areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

Key Responsibility Areas		
	<i>What</i>	<i>How</i>
1	Finance system integrity	Ensure systems and controls are in place to maintain the integrity of the general ledger and accurate recording of financial transactions in accordance with Council's policies and procedures and relevant statutory requirements.
2	Long term financial planning	Ensure effective long term financial planning is in place, providing clear information about the long term financial consequences of Council strategies.
3	Budget Preparation	Ensure that internal budgeting is integrated with corporate planning so that organisational objectives can be achieved.
4	Budget Monitoring	Ensure a system of budgetary control is in place for the monitoring and reporting of Council's income and expenditure against budget.
5	Statutory Reports	Ensure that all Council's statutory financial reporting requirements are met.
6	Financial Reporting	Ensure that annual financial performance reports focus on outcomes and achievements, related back to financial targets and organisational objectives.
7	Lead the Finance Team	Oversee and coordinate the Finance Team in the delivery of their duties and ensure the efficient administration of Council's finance systems and functions.
8	Customer service & advice	Provide a high level of customer service and advice to Corporate Services clients, including internal employees government authorities and members of the public.

Selection Criteria

Experience / Knowledge / Attributes: List the required experience and clearly indicate whether it is mandatory or desired by highlighting the word 'Essential' or 'Preferable'.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Preferable
1	Possession or near completion of a degree with an Accounting / Business major	Essential
2	Drivers Licence	Essential
3	Criminal History Check	Essential

Key Selection Criteria: Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria's	
1	Cost & financial accounting experience at middle management – preferably in local government
2	Sound knowledge of the Local Government Act 1993 and an understanding of Local Government administration.
3	Demonstrated spoken communication skills and the ability to deliver professional financial advice and lead conversations about budget development and financial results.
4	Technical knowledge of and ability to apply legislation and standards applicable to this position including Australian Accounting Standards, GST, Long Term Financial Planning and Quarterly Budget Review Guidelines.
5	Demonstrated leadership and management skills with an ability to manage and develop employees in a positive manner and promote a cohesive and effective work environment.
6	Demonstrated ability to analyse and interpret financial information, determine trends and effectively manage Council's resources through the preparation of long-term financial plans and budgetary controls.
7	Demonstrated organisational and time management skills to achieve specific and set objectives within required timeframes.
8	Demonstrated written communication skills and the ability to produce clear and concise reports and correspondence to convey complex and technical information.
9	Demonstrated computing skills including extensive experience using Accounting Software packages and advanced excel skills for financial modelling and reporting.

Supervision Reporting Relationships:

This position' reports to supervisor/manager: A brief description of the breadth of supervision should be provided	
1	Reports to Deputy General Manager Corporate and Community The Finance Manager works independently when necessary, seeking direction or providing advice to management.

Positions reporting to this position: A brief description of the roles of the employees supervised (and titles if relevant) should also be stated.	
1	Senior Finance Officer – ATO returns, Ledger and Assets maintenance, accounting support management and financial
2	Finance Officer – Process creditors, manage orders, reconcile accounts, purchase office requirements
3	Payroll and Finance Officer – Process payroll, maintain registers, reconcile accounts, provide team relief
4	Revenue Officer – Rates and services compliance, billing, debt collection and customer support
5	Timesheet entry clerk – Time and plant data entry

Location of Work:

Provide a description of the places that this position will be working at.	
1	Council offices East St, Narrandera

Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

Specific Authority/ delegations	
1	Authority and accountability The Finance Manager is responsible for Council's Budget Control, Forward Estimates, Financial Statements, Fees and Charges, Cash and Investments. The position has a high level of external influence by ensuring services are consistent with Council standards. The position fulfils the role of Responsible Accounting Officer, certifying that records meet the required statutory requirements and standards and reporting on Council's financial position. They are accountable for their own actions and decisions and their consequences. The position assists with identifying requirements as an input to budget development, is responsible for consolidating the budget for the whole organisation, and balances expenditure and revenue across the whole organisation.
2	Judgement and Problem Solving The position will evaluate financial strategies and provides advice and professional judgement to the Management Team as to how to best achieve financial targets. The Finance Manager monitors Council's financial position and advises senior management of any matter that may have an impact on Council's long term financial position. The Finance Manager is responsible for managing all Council's finance systems and operations. This position reports directly to the Deputy General Manager Corporate & Community on matters dealing with strategic planning and management issues and day to day operational issues relating to the Section. This position is also required to report to the General Manager on issues as required, and to Council on Council's financial position.

3	<p>Management</p> <p>The Finance Manager directs the operations of the Section and is responsible for assigning work activities, coaching and developing employees. Advice is provided to the Deputy General Manager Corporate & Community and General Manager, regarding the appointment of employees, personnel performance management, training requirements, the handling of employee complaints and disciplinary actions. The position authorises timesheets and recommends the approval of overtime and leave applications.</p>
4	<p>Interpersonal Skills</p> <p>The Finance Manager writes detailed technical reports about Council's finances. The position is required to anticipate and meet external customer expectations, including providing information and assistance to ratepayers, committee members and Council suppliers.</p> <p>A major part of the role is to provide service to internal customers, with accountability for measuring and consistently improving service.</p>
5	In accordance with delegation of authority from General Manager
6	Delegations of Deputy General Manager Corporate and Community during absences when acting in that role.

Liaise With

Internal:

The <u>internal</u> positions that this position comes in contact with regularly.	
1	General Manager and Deputy General Managers
2	Department Managers
3	Corporate services employees
4	Other departmental employees at administration offices

External:

The <u>external</u> people or organisations that this position comes in contact with regularly	
1	Banks / Investment institutions
2	Computer services support staff
3	Grant / Funding providers – Transport for NSW, etc.
4	Office of Local Government and Council's Auditors

Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

Key Result Area Compulsory for all employees		
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.	
1	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
2	EDRMS / Record Keeping	All employees are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures. All EDRMS operators are to undertake an annual competency assessment to ensure EDRMS record keeping skills are to required standards
3	Equal Employment Opportunity (EEO)	As per Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
4	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
5	Enterprise Risk and Work Health & Safety (WHS)	In accordance with the WHS Act 2011 and Enterprise Risk requirements. Refer to Section 4 of this Position Description for a list of the responsibilities
6	Training and Development	Attend all required skill development training. Provide evidence of all licence and certificates to Human Resources.

Section 3 – ESSENTIAL SCHEDULE OF TASKS

Position Tasks

Key Result Area Management & supervision of the Finance Team	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
<p>1 Finance team standards and outcomes</p>	<ul style="list-style-type: none"> ▪ Manage and supervise the Finance Section in accordance with Council's policies and procedures, and relevant statutory requirements. ▪ Maintain an ethos of excellent customer service to employees and external clients ▪ A team that values process improvement to enhance service delivery. ▪ Plan, implement and review the continuous improvement of service, performance, work practices, procedures, policies and systems within the Finance Section. ▪ Provide regular reports to the Deputy General Manager Corporate & Community and Management Executive on the activities, performance and achievements of the Finance Section, and advise on procedural and system improvements to maximise efficiency of the Section. ▪ Oversee Council's rates function for compliance with the Local Government Act. ▪ Oversee Council's debtors function for compliance with Council's Debt Collection Policies. ▪ The team maintain a commitment to completing tasks as scheduled to meet team goals, statutory requirements and reporting timelines. ▪ A commitment to integrity of the financial system maintaining controls and ensuring the ongoing reconciliation of systems ▪ Oversee Council's creditors function for timely payment of creditors and appropriate systems for the authorisation of payments. ▪ Manage the recruitment, induction and performance of employees, in collaboration with the Deputy General Manager Corporate & Community and the Human Resources Team. ▪ Conduct annual skill and performance assessments of the Finance section employees. ▪ Manage and monitor the budgets relevant to the Finance Section. ▪ Manage the administration of Council's corporate financial software systems, including organising for regular user training and system reviews. Implement changes and update procedures to facilitate efficient and accurate processing.

Key Result Area Fraud Control		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Fraud Control	Oversee fraud control practices Drive/implement fraud control practices

Key Result Area Management Accounting		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Management accounting tasks & standards	<ul style="list-style-type: none"> ▪ Work with Managers to develop a detailed budget, and schedule of Fees and Charges for each Council function. ▪ Coach Managers in budget management and business plan development. ▪ Oversee the preparation of Rating Models and Council's annual Revenue Policy. ▪ Prepare the long term financial plan including workshopping priorities, options, planning assumptions and scenarios with the Management Executive Team and Councillors. LTFP model is maintained to deliver scenarios and reports to fulfil IP&R requirements. ▪ Maintain a financial reporting system that allows Managers and Deputy General Managers to continuously monitor budget progress for their areas of responsibility. ▪ Provide professional expertise and advice to Managers and Deputy General Managers to assist them with the continuous budget review process. Make budget recommendations and highlight areas of concern. ▪ Conduct quarterly budget workshops for the Management Team that focus on reviewing progress against budget, investigating reasons for budget differences, and setting plans to achieve financial targets. ▪ Prepare the Quarterly Budget Review Statements to Council.

Key Result Area Financial Accounting		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Financial accounting tasks & standards	<ul style="list-style-type: none"> ▪ Oversee the preparation of Council's General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules, and provide clear and complete work papers to satisfy audit requirements and accounting codes & standards.

	<ul style="list-style-type: none"> ▪ Coordinate the external audit with the audit service provider and respond to auditors when required. ▪ Oversee the preparation of Business Activity Statements and compliance with taxation legislation. ▪ Oversee the maintenance of Council's cash reserves and investment of surplus funds to maximise return without exposure to risk in accordance with Council's investment policy. ▪ Oversee the preparation of clear and timely financial reports relevant to the needs of a range of internal and external users, including for grant acquittals, investments, reserve balances, and committee expenditure. ▪ Maintain professional knowledge and technical skills by continuing relevant training and development within the team. ▪ Maintain strong financial management and effective financial controls including regular trial balance reviews and reconciliations of balance sheet accounts. ▪ Develop, review and update Council's Finance and Accounting policies, for adoption by Council, and implement policy decisions.
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Key Result Area Investments		
	Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	Invest Council funds - protect capital and provide an acceptable return to council	<ul style="list-style-type: none"> ▪ Obtain a return on the portfolio equivalent to the 30-day Bank Bill Swap Rate ▪ Invest in accordance with Council Policy and Ministers orders
2	Report investments to Council on monthly basis	<ul style="list-style-type: none"> ▪ Reports on time and accurate. ▪ In accordance with Local Government regulations
3	Maintain Council's Investment Policy and make policy recommendations	<ul style="list-style-type: none"> ▪ Review policy bi-annually to ensure compliance with Ministers orders. ▪ Policy recommendations in line with best practice guidelines

Section 4 – ENTERPRISE RISK AND WORK HEALTH AND SAFETY RESPONSIBILITIES – MANAGERS

Position Tasks

Key Result Area Enterprise Risk and WHS Responsibilities	
Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1	<p>Set clear Enterprise Risk and WHS procedures</p> <p>Adopt, implement, and distribute to all employees and display the Enterprise Risk and WHS policy in a prominent location within council's facilities.</p> <p>Adopt and implement developed Enterprise Risk and WHS procedures and policies relating to department</p>
2	<p>Allocate responsibility for Enterprise Risk and WHS management.</p> <p>Ensure that Enterprise Risk and WHS responsibilities are integrated into position descriptions for Co-ordinators, supervisors and workers.</p> <p>Evaluate performance relating to Enterprise Risk and health and safety responsibilities and performance standards</p>
3	<p>Allocate sufficient resources to Enterprise Risk and WHS management</p> <p>Schedule time to undertake training and other Enterprise Risk and WHS tasks; and</p> <p>Ensure budget allocation for Enterprise Risk and WHS resources within department is sufficient to allow for protective equipment, training and building and furniture modifications</p>
4	<p>Ensure Implementation of the risk management program</p> <p>Ensure Safe Work Method Statements are adopted and implemented by co-ordinators and team leaders.</p> <p>Ensure risk assessments are conducted and implemented by co-ordinators, supervisors and team leaders.</p> <p>Adopt the risk management system for the identification of hazards, evaluations of risks and implementation of hazard control measures.</p> <p>Incorporate work health and safety considerations into the design specification, purchase, hire, lease and supply of new plant including equipment, materials, products and substances used in the workplace.</p>
5	<p>Ensure implementation of the hazard and accident follow up procedure</p> <p>Ensure that all accidents and incidents are recorded using correct forms.</p> <p>Ensure that all accidents and incidents are reported immediately to co-ordinators, supervisors or managers</p> <p>Ensure accidents and incidents are reported to WHSR officer within 24 hours.</p> <p>Ensure that all accidents and incidents are investigated; and</p> <p>Ensure a timely response and implementation of corrective actions.</p>

6	Ensure Council has effective systems for the provision of Enterprise Risk and WHS information, training and supervision	<p>Ensure the dissemination of Enterprise Risk and WHS information to all employees.</p> <p>Ensure the provision of induction and refresher training to ensure ability of employees to discharge allocated Enterprise Risk and Work health and safety responsibilities.</p> <p>Ensure supervision of the Enterprise Risk and work health and safety aspects of work undertaken by employees</p>
7	Establish and disseminate emergency procedures	Ensure all employees understand emergency procedures and receive annual training

Section 5 – PERFORMANCE AGREEMENT – POSITION OF FINANCE MANAGER

I _____ have discussed this performance plan with my immediate supervisor and agree to the tasks, goals and standards that have been set.

I will raise with my immediate supervisor any difficulties arising with the delivery of this performance plan.

I undertake to review my performance plan with my immediate supervisor annually or more frequently if necessary.

I understand that the standards set in this performance plan will form the basis of my annual performance review.

Signed
Employee:

Date: ____/____/____

Signed
Immediate Supervisor

Date: ____/____/____

POSITION: Finance Manager

GRADE: 22

CURRENT STEP:

LEVEL	COMPETENCIES	Yes	No
<p>Entry</p> <p><i>The employee has the basic skills to meet the requirements of this type of work Entry will display the selection criteria of the position</i></p>	<p>Demonstrated ability to -:</p> <ul style="list-style-type: none"> • attend to all enquiries and request from customers in a courteous, pleasant and efficient manner • work with others to complete tasks • follow instructions and cooperate with fellow employees • always project a good image of the department and Council to customers • be able to organise workloads to meet set deadlines • comprehensive operation of personal computers • advanced spreadsheet skills including SQL extracts from Council's financial systems • entry level record keeping competency using the electronic document management system 		
<p>Step 1</p> <p><i>The employee has all the skills to do this job at NSC (using Council's systems, equipment, policies, standards)</i></p>	<p>Have proven competencies for Entry Level</p> <ul style="list-style-type: none"> • administer the long-term financial plan to comply with IP&R requirements with the LG Act • manage preparation and presentation of the Delivery and Operational Plan budgets • ensure the annual budget is maintained within the financial system an facilitate monthly reporting • complete annual financial statements within timeframe, without adverse audit regards preparation • work with and support the finance team to meet deadlines and agreed objectives • ensure Council compliance with accounting codes and standards • liaise with General Manager and DGMs regarding management reporting requirements and grant acquittal • monitor expenditures against adopted budgets / complete Qtly budget review • complete financial returns for OLG and Grants commission by due dates • undertake daily duties without supervision • complete annual employee performance assessments for finance section within the review timeframe • invest council funds in compliance with its policies and the Ministerial order • manage all taxation matters relating to Council's operations <p>Demonstrated knowledge of -:</p> <ul style="list-style-type: none"> • General ledger, cost ledger and sub ledgers • Local Government Act, Regulations & Code of Accounting Practice and Financial reporting • Council's operations and organisational structure • Council's computerised financial systems • Council's asset registers & asset management system • Investment options available to council in accordance with the Ministers investment order • ATO legislation, procedures and their application to council • Possess all core competencies 		
<p>Step 2</p>			

<p><i>The employee has the skills that foster multiskilling in a team/section/department</i></p>	<p>Have proven competencies for Step 1</p> <ul style="list-style-type: none"> • attend Council meetings, Special meetings, and other meetings as directed and respond to requests in relation to financial matters • attend and participate in discussions at management meetings • analyse and improve Council's Management and Financial reporting systems • implement the computerised rate's system, understanding the interaction of the valuation, categorisation & rating of land in the context of Council's billing system • oversee the collection of arrears and coordination with Council's debt collection agent • prepare the statement of rating compliance for audit & submission to the OLG • initiate and prepare reports on a wide range of financial issues with minimum brief and positive outcomes 		
Step 3			
<p><i>The employee has skills to confidently undertake higher duties</i></p>	<p>Have proven competencies for Step 2</p> <ul style="list-style-type: none"> • utilise the LTFP model to inform council of financial scenarios and model sensitivity to key drivers • advise council on the effects of property revaluation and appropriate rating methods • in conjunction with the internal auditor develop policies and procedures to strengthen Council's governance and internal controls • instil a culture of continuous improvement within the finance team • in conjunction with the IT Manager obtain optimal performance from Council's computerised financial systems • undertake the role of Responsible Accounting Officer under the LG Act • display commercial acumen in managing Council's financial operations and business activities <p>Demonstrated knowledge of -:</p> <ul style="list-style-type: none"> • rating legislation, the OLG rating and revenue manual and rate forecasting models • project management in the implementation of computerised financial systems • attain a Bachelor degree in Accounting/Business or related discipline 		

Completed Competencies

I have reviewed the competencies for this employee and indicated the step that their skill set currently meets.

Signed:..... Date:.....

Employee:..... Date:.....