



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Finance Manager
REPORTING TO: Director Corporate Services
LEVEL: 10
LOCATION: Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Director Corporate Services and in accordance with Regional Council regional plans, policies, relevant legislation and accounting standards this position is responsible for the financial management of the Council and the supervision and successful operation of Council's Finance Section.

DUTIES AND RESPONSIBILITIES:

General

- Manage, develop, and review appropriate policies and procedures for financial management and reporting, ensuring that sound administration and internal controls are in place.
- Manage the finance team to ensure its establishment, structure, skills and productivity matches Council's requirements including supervisory control over Finance staff.
- Manage the development and implementation of a finance traineeship program.
- Supervise and deliver the Council's finance and accounting functions in line with Council Finance Policy and statutory requirements.
- Ensure the integrity of the finance system is maintained including the management of end of year processes.
- Provide financial and financial system advice to other departments and Council.
- Ensure Finance and Accounting Manual and all financial processes, controls and policies are in place and regularly reviewed.
- 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.
- Oversee the Council's grant administration process.
- Oversee the maintenance of Council's insurance portfolio, cash reserves and investments to maximise return without exposure to risk.
- Ensure all bank reconciliations, accounts payable, accounts receivable and payroll preparation occur on time and to an acceptable standard.
- Maintain the Financial Assets Register and valuations of all Council property in accordance with accounting standards.
- Participate in and contribute to the Council's Asset Management Plan.

- 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.
- Prepare the long term financial plan including workshopping priorities, options, planning assumptions and scenarios with the Management Executive Team and Councillors.
- Coach Managers in budget management and business plan development.
- Maintain a financial reporting system that allows Managers and Directors to continuously monitor budget progress for their areas of responsibility.
- Provide professional expertise and advice to Managers and Directors 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.

Financial reporting

- Manage the external audit contract and oversee the preparation of the Annual Financial Statements and liaise with auditors as required.
- Develop and prepare financial monthly reports for Council and management purposes.
- Provide advice to the Director, Chief Executive Officer and Council on any issues arising from reports required.
- Prepare reports to Council and the Finance Committee and prepare the Minutes from the Finance Committee Meetings.
- Ensure all required financial acquittals and financial reports are submitted as required by all funding agencies in a timely manner.
- Manage Council's corporate financial software system, including organising for regular user training and system reviews. Implement changes and update procedures to facilitate efficient and accurate processing.
- Oversee the preparation of Council's General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules.
- Manage the external audit contract and provide assistance to auditors when required.
- Oversee the preparation of Business Activity Statements and compliance taxation legislation.
- Oversee the maintenance of Council's cash reserves and investment of surplus funds to maximise return without exposure to risk.
- Maintain strong financial management and effective financial controls including regular trial balance reviews and reconciliations of balance sheet accounts.

Budget Management and Preparation

- Lead development of the Council's budget and forward financial modelling.
- In conjunction with all Council Departments, lead the preparation of an annual budget within agreed timelines for ratification by Council.
- Monitor and review budgets as required by relevant legislation/accounting regulations and provide financial reports to Council and funding agencies where required.
- Provide advice to the Director Corporate Services and Chief Executive Officer on budget matters including recommended strategies to manage spending by departments.
- 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 and reserve balances.
- Train and coach Council Members to improve Council's knowledge of budget and financial matters.

- Continually review budget systems for data integrity, identify potential control issues and make appropriate recommendations for timely resolution.
- Maintain professional knowledge and technical skills by continuing relevant training and development.
- Identify training and development needs for staff directly supervised and participate in corporate training.

SELECTION CRITERIA:

Essential

- Proven experience in managing the financial affairs of a local government authority and/or organisation requiring comparable skills and knowledge.
- CA/CPA Qualification.
- Demonstrated knowledge of contemporary financial management and planning.
- Demonstrated experience preparing financial reports, Annual Budget/ Long Term Financial Plans, and completion of Annual Financial Statements of Account.
- Demonstrated leadership and management skills with an ability to manage and develop staff in a positive manner and promote a cohesive and effective work environment.
- 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.
- Experience in TechnologyOne or other comparable finance system.
- Ability to initiate the development of enhancements to financial systems and processes.
- Leadership abilities to supervise, train, mentor and build capacity of staff to achieve corporate objectives.
- Experience in the promotion of team work and developing positive working relationships with funding bodies and stakeholders.
- Degree in Accounting/Finance or related equivalent qualifications.

DESIRABLE

- Post Graduate/Other Qualifications in a field related to the position.
- An awareness of issues affecting Aboriginal people in remote locations.