



MOUNT BARKER
DISTRICT COUNCIL

MANAGER FINANCIAL SERVICES

JOB & PERSON SPECIFICATION

SEPTEMBER 2021



MOUNT BARKER
DISTRICT COUNCIL

Position Description

POSITION TITLE:	MANAGER FINANCIAL SERVICES
WORKPLACE AGREEMENT:	MOUNT BARKER DISTRICT COUNCIL INSIDE STAFF ENTERPRISE AGREEMENT NO 9, 2021
CLASSIFICATION:	MANAGEMENT CONTRACT
DEPARTMENT / TEAM:	CORPORATE SERVICES
SECURITY CLEARANCES REQUIRED:	POLICE CHECK
FUNCTIONAL CAPACITY ASSESSMENT:	NOT REQUIRED
REPORTS TO:	CHIEF FINANCIAL OFFICER (CFO)
DIRECT REPORTS:	3 (ACCOUNTANT, BUSINESS PARTNER, TEAM LEADER REVENUE) AND 5 INDIRECT REPORTS.

POSITION OBJECTIVES:	<ul style="list-style-type: none">➤ Reporting to the Chief Financial Officer, provide effective leadership, management and development of the Finance and Revenue functions of Council.➤ Provide expert, effective and professional financial and management accounting services to all stakeholders.
KEY RESPONSIBILITIES:	<ul style="list-style-type: none">➤ Provide effective leadership, management and development of the Finance and revenue staff including the promotion and facilitation of a customer service ethic, a culture of continuous improvement, team based approach, innovation and change management.➤ Initiate and develop comprehensive rating and property, financial management and accounting policies and practices, providing continuous improvement and development of business partnerships to enable an effective high value management accounting function.➤ Provide high level and effective professional financial and management accounting services and information to all stakeholders, including Council's Executive, Elected Members and the general public under direction of the CFO.➤ Plan and manage the development of Long Term Financial, Corporate and Annual business plans and budgets with all stakeholders, including the Council's Executive, department managers and staff to ensure the efficient and effective use of community funds.➤ Present budget and financial information and advice to Council in accordance with Australian Accounting Standards and South Australian Local Government legislation in conjunction with the CFO.

	<ul style="list-style-type: none"> ➤ Monitor and report to Council’s Executive on the efficient and effective use of Council funds measured against the adopted Annual Business and Long Term Financial Plans. ➤ Under the direction of the CFO provide analytical and financial modelling for budget, commercial and long term financial planning. ➤ Contribute professionally to Council’s Leadership Group including providing input into corporate policies, change management and organisational culture. ➤ Manage the administration of Council’s insurance and claims against Council and liaise with Local Government Risk Services, LGA Mutual Liability Scheme and LGA Asset Mutual Fund with regard to public liability and property. ➤ Ensure the provision of an effective Internal Control Program with regular review, monitoring and enhancement of the internal control practices of Council. ➤ Plan and manage the preparation and presentation of Annual Financial Statements and associated coordination with Council Auditors. ➤ Maintain and control the financial functions of Authority Local Government System and Magiq. ➤ Any other duties as assigned by the Chief Financial Officer.
<p>OUR VALUES AND BEHAVIOURS</p>	<p>SAFETY AWARE</p> <ul style="list-style-type: none"> ➤ We create a safe workplace ➤ We do our work safely, take responsibility for our own safety and care about the safety of others. ➤ We will actively work toward eliminating physical or psychological harm against persons by identifying threats and vulnerabilities and implementing risk reduction strategies <p>AUTHENTIC</p> <ul style="list-style-type: none"> ➤ We do what we say we will do ➤ We communicate clearly, respectfully and honestly ➤ We know when to encourage others to step up and make decisions ➤ We contribute to a positive work environment through sharing success stories, key learnings and supporting each other <p>ACCOUNTABLE</p> <ul style="list-style-type: none"> ➤ We take responsibility, accept the consequences of our actions and actively seek a positive outcome. ➤ We are prepared to make difficult / unpopular decisions and own them ➤ We recognise that we are all different in the way we react to situations or interact with others ➤ We understand ‘why’ we are here – every interaction is linked to positive community outcomes <p>COURAGEOUS</p> <ul style="list-style-type: none"> ➤ We proactively contribute ideas and solutions - there is no such thing as a bad idea ➤ We contribute to a supportive ‘no blame’ environment where mistakes are seen as an opportunity to learn and develop capability

	<ul style="list-style-type: none"> ➤ We are willing to step into the unknown and take (considered) risks ➤ We will celebrate and share examples of innovative thinking <p>COLLABORATIVE</p> <ul style="list-style-type: none"> ➤ We act as ambassadors for our respective teams at meetings, turning our mobile phones to silent and ensuring we are well prepared ➤ We listen to, respect and value the diversity of ideas and opinions ➤ We provide honest, constructive and respectful feedback to one another in a timely manner ➤ We are visible throughout the organisation and ‘get out of the workspace’
WORK HEALTH & SAFETY RESPONSIBILITIES	<ul style="list-style-type: none"> ➤ Ensure full compliance with Council's Safety and Rehabilitation Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility as outlined in Council's WHS and Return to Work Policy. ➤ Ensure full compliance with responsibilities under the WHS Act 2012, the WHS Regulations 2012 and other relevant legislation, in particular: <ul style="list-style-type: none"> ○ Consultation with staff in regards to the work environment and safe systems of work, ○ Hazard Identification and risk assessment to minimise and control risk, ○ Information, instruction and training is provided to all employees, volunteers and work experience personnel, and ○ Suitable and adequate supervision is provided by a competent person. ➤ Ensure that you are not, by consumption of alcohol or drugs, in such a state as to endanger your own safety at work or the safety of any other person. ➤ Ensure personal adherence to Council's WHS Policies, Safety Work Procedures, Safe Operating Procedures and Safety Instructions.
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> ➤ To comply with Council's Code of Conduct for Employees and all other policies and procedures as varied from time to time. ➤ To manage all Corporate Records in accordance with required policies and procedures. ➤ Within the scope of this position, manage all risks within the workplace as defined by Council's Enterprise Risk Management Policy. ➤ Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. ➤ To be aware of the objectives and strategies contained within the Community Plan 2020-2035 and the broad strategic direction of Council.
REQUIRED SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ➤ Demonstrated ability to lead, develop and motivate teams and staff in a fast-paced environment. ➤ High level written and verbal communication, interpersonal, negotiation and conflict resolution skills. ➤ Ability to negotiate, liaise, communicate and coordinate with a range of audiences and stakeholders.

	<ul style="list-style-type: none"> ➤ Exceptional organisational management skills. ➤ A commitment to customer service and the ability to collaborate across teams. ➤ Demonstrated ability in the interpretation and application of legislative and statutory requirements. ➤ High degree of numeracy and accuracy skills. ➤ Proven ability to initiate and strategically analyse problems and formulate appropriate management solutions. ➤ Ability to develop and improve business performance measurement. ➤ Ability to be self-directed and self-motivated and to work independently. ➤ Ability to be innovative and manage change. ➤ High level working knowledge of general accounting principles and practice, including internal controls, balance day adjustments, accruals, provisions, budget compilation and review, Operating/Cash Flow/Funds statements, Annual Financial Reporting, etc. ➤ High level skills in the interpretation and reporting of financial data to user requirements. ➤ High level of software skills in excel, word, PowerPoint, and integrated ICT systems. ➤ Competent in applying, and complying with, current Accounting Standards and guidelines. ➤ Knowledge of financial provisions of the Local Government Act and Local Government Financial Management Regulations. ➤ Understanding of business law, including contracts. ➤ Knowledge of the Goods and Services Tax Act 1999 as applicable to Local Government and Fringe Benefits Tax Assessment Act 1986
REQUIRED EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Tertiary qualification in Accounting, Finance, Business or Commerce and extensive expertise and practical experience in Public Sector Accounting. ➤ CPA or equivalent is desirable. ➤ Demonstrated experience in managing and developing staff.
SPECIAL CONDITIONS	<ul style="list-style-type: none"> ➤ Expected to attend relevant committees, informal strategy meetings and Council meetings when Departmental papers are put forward. ➤ Required to hold a current Class C South Australian drivers licence.



HOW TO APPLY

Applications should be addressed to Andrew Reed or Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.