

SOUTH GIPPSLAND SHIRE COUNCIL

Candidate Information Manager Financial Strategy



OFFICE HOURS

8.30am - 5.00pm

MONDAY - FRIDAY

A/H CONTACT : 5662 9200

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MAIN RECEPTION

- ♦ PAYMENTS
- ♦ RATES
- ♦ ENQUIRIES
- ♦ LOCAL LAWS
- ♦ TOURISM
- ♦ ECONOMIC DEVELOPMENT



South Gippsland
Shire Council



Context

This key leadership position reports to the Director Performance and Innovation, and is an exciting opportunity to work with the organisation to lead Council's finance function during a significant period of system and process transformation. The role is a key member of the Performance and Innovation leadership team, along with the Managers of Governance, Innovation and Technology and People and Culture.

Your Portfolio

The Manager leads and is responsible for the Finance, Rates and Valuations functions including operating as Council's Principal Accounting Officer. Key tasks include the Annual Financial Report, Annual Budget, Long Term Financial Strategies, Rating Strategies and annual valuations.

The position oversees a team of 12 capable and passionate employees.

Your Role - About You

As an integral member of the organisation's leadership team and the Performance and Innovation Directorate, you will:

- Lead our Finance, Rates and Valuations functions including fulfilling the role of Council's Principal Accounting Officer responsible for certifying the annual financial report.
- Provide strong leadership and accountability for the department's achievement of Council objectives, government targets, statutory and regulatory obligations, accounting procedures and reporting requirements.
- Apply a strong internal customer focus to all areas of responsibility, including providing a highly valued management accounting approach, supporting each Directorate and Department.
- Provide strategic financial advice to Council and the senior leadership team on a broad range of matters within the scope of this role, including:
 - Budgets and Long-Term Financial Plans
 - Financial management, rating and valuation strategies and execution
 - Integrated planning of Council services
 - Good governance and organisational accountability.
- Build the capacity of staff to ensure they are well positioned to anticipate and respond appropriately to the needs of the organisation.
- Proactively pursue opportunities for continuous improvement and creating a culture of excellence within the Finance, Rates and Valuations functions.
- Lead the implementation of Council's Finance Improvements Project to optimise Council's Financial Reporting System, Oracle.
- Quickly become a trusted advisor to the organisation, CEO, Executive Leadership Team and Administrators/Councillors.
- Exhibit strong influencing skills, empathy and enable outcomes to be achieved in a timely manner in a principled, values-based way.
- Demonstrated commitment to and experience in leadership of a high performing team, enabling people to do their best work.

Your Background

- Chartered Accountant or CPA qualified (current membership required)
- Leadership experience in a finance role in a large and complex organisation.
- Demonstrated experience and capability to develop strategies, policies and streamline processes, communicating in plain language and working with people with a diverse range of financial acumen.
- Demonstrated project management capability to lead and implement a large scale program of change and improvement.
- Experience in local government and a strong knowledge of the associated complexities of financial reporting, rating and valuations would be an advantage.
- Experience with and a commitment to contemporary leadership, and a commitment to developing people and enabling them to perform at their best.
- A courageous and values-based leader, capable of developing and leading new thinking and practice within your portfolio area.





Position Description

Accountability and Extent of Authority:

- Development of long term financial strategies.
- Preparation of financial statements and oversight of these through audit and approval processes.
- Preparation of long term financial strategies and plans, and incorporation of these into the Strategic Resource Plan.
- Preparation of the annual budget for Council.
- Oversight of all projects and services to ensure delivery in accordance within agreed budgets.
- Ensuring the quality, effectiveness, cost and timeliness of all services delivered by the Finance, Rates and Valuations functions.
- Ensuring the development of your people, and their delivery against team objectives through the development of a service excellence culture within the department.

Judgement and Accountability:

- Identify, develop and implement a range of professional and innovative policies and procedures, designed to support the achievement of Council's objectives.
- Solve complex problems and provide outcomes that meet or exceed customer expectation.
- Make independent decisions within the scope of Council policy, delegated authority and budget, advising the CEO and/or relevant director of any reasonably anticipated impacts.

Specialist Knowledge and Skills:

- In depth knowledge and understanding of the concepts and major issues emerging within Local Government and functions within the scope of this role.
- Understanding of and alignment with the long term goals and values of Council.
- Understanding of continuous improvement methodologies tools and values e.g. Best Value and Business Excellence principles.
- High-level problem solving, reasoning, interpretation and judgement skills.
- Ability to critically analyse complex corporate issues, interpret and compile appropriate technical reports and formulate valid recommendations.

Management Skills:

- Ability to effectively manage staff to achieve established objectives and goals.
- Prepare and manage the implementation of strategic business and financial management plans.
- Provide strategic financial advice to the Chief Executive Officer, the Director of Performance and Innovation and Council.
- Manage projects with the ability to plan, schedule, facilitate and lead projects as required.
- Be 'output focused' to ensure that works are completed in a timely and efficient manner whilst maintaining a skilled, customer service focused team.
- Provide leadership, performance development, coaching and supervision to the Finance, Rates and Valuations department.

Interpersonal Skills:

- High level of personal integrity and accountability.
- Ability to communicate effectively across all levels of the organisation, with Administrators/Councillors and the community.
- Well-developed leadership skills with the ability to coach develop and motivate staff to achieve common goals and be able to delegate responsibility as necessary.
- Well-developed written, verbal and computer skills.
- Ability to influence and gain cooperation and buy-in from a diverse range of stakeholders.
- Proven ability to discuss and resolve complex problems – internally and externally.
- The ability to lead and influence others to inspire, motivate and empower them to achieve agreed outcomes.

Qualifications and Experience:

- Degree or post graduate qualifications in Business (Accounting), Commerce or related discipline that gives eligibility to gain membership with either Institute of Chartered Accountants Australia and New Zealand (CAANZ) or to Certified Practicing Accountants (CPA) Australia.
- Either a Chartered Accountant or a Certified Practicing Accountant.
- Extensive experience in financial management preferably in a government setting.
- Experience in providing strategic and specialist advice at an Executive Management level.
- Extensive knowledge of relevant legislation and accounting standards, with in depth knowledge of the Local Government Act highly desirable.
- Substantial experience at a senior management level.

Role Specific Selection Criteria:

- Experience in managing diverse teams.
- Demonstrated management and leadership skills.
- Demonstrated commitment to ensure a high level of customer service.