

POSITION TITLE	Chief Financial Officer	
GROUP / DEPARTMENT	Corporate Services / Finance	
REPORTING TO	Director Corporate Services	
DIRECT REPORTS	Financial Accountant Coordinator Financial Services Coordinator Rating & Revenue Procurement Coordinator	
EMPLOYMENT BASIS	Permanent Full Time (70 hours fortnight) Local Government State Award	
BAND/LEVEL	Band 3 Level 4	
GRADE	Grade 16	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:

POSITION PURPOSE

The Chief Financial Officer is responsible for driving the financial sustainability and performance of Edward River Council through the timely and accurate management and reporting of the Council's finances.

ACCOUNTABILITIES

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

Business Accountabilities

- B Internal Finance and Revenue Management
- B Development & Management of Investments
- B ERC Financial Assistance Program Management
- B External Audit Management
- B Financial Accounting Management
- B Donations
- B Management Accounting and Reporting Management
- B Long Term Financial Plan Coordination
- B Procurement Framework

LINKS (INTERNAL)

- CEO
- Executive Team
- Leadership Team
- Finance Team
- Customer Service
- Strategic Asset Management
- Corporate Strategic Planning
- Project Management Office
- Council Staff

LINKS (EXTERNAL)

- Government Departments
- Auditors
- Grants Commission
- Non-Government Agencies
- Lending and Banking Authorities
- Australian Tax Office
- Councillors
- Audit Risk and Improvement Committee
- Audit Office

KEY DUTIES AND RESPONSIBILITIES

- Develop, implement and review the Finance portfolio contribution to the annual Operational Plan, other relevant strategies and plans, ensuring achievement of service and project delivery targets and timely reporting of service performance.
- Develop, manage and review the Finance portfolio budgets, ensuring cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Facilitate decision making by providing specialist advice, support and information regarding financial management and accounting, including performance against financial sustainability indicators and procurement.
- Work with Councillors, Executive and managers to deliver the recommendations in the Financial Sustainability Report, and identify new opportunities, to ensure council's long term financial sustainability.
- Lead, develop and implement a program of savings and efficiencies in partnership with Executive leaders and managers.
- Lead, develop and implement Council's procurement framework.
- Lead and develop a culture of continuous improvement and customer service excellence that supports financial sustainability through the timely and accurate management and reporting of the Council's finances.
- Lead and promote communication and community engagement planning and delivery for the Finance portfolio both internal and external stakeholder through Council's approved channels.
- Lead, develop and manage staff in a way that is consistent with Council's values, policies and systems.
- Identify, implement and monitor safe work practices for the Finance team and service, ensuring a systematic approach to managing risk in line with Council's WHS policies and procedures.
- Develop, monitor and report on Council's Long Term Financial Plan and Annual Budget.
- Act as Council's Principal Accounting Officer responsible for the preparation of all statutory returns and reports in accordance with Australian Accounting Standards, including financial statements, annual Local Government Grants Commission returns and operating statements.
- Manage Council's investments to maximise investment return within acceptable risk management policies, including regular review and management of cash flow requirements.
- Coordinate and liaise with Council's External Auditor to ensure the audit plans are delivered.
- Prepare reports as required and liaise with Council's Audit, Risk and Improvement Committee (ARIC).
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Bachelor of Accounting or Business or similar and Certified Practicing Accountant.
- Contemporary experience in comparable financial management roles in a Local or other government context, including developing organisational budgets, long-term financial plans, and reporting financial performance and quarterly budget reviews within an integrated planning and reporting and asset management framework.
- Contemporary experience developing and implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Contemporary experience of leading change in a complex organisation.
- Demonstrated ability to think strategically and provide ideas and advice on innovation, change and service delivery.
- Demonstrated ability to collaborate with a breadth of stakeholders including government, business and community.
- Demonstrated ability to lead, develop and manage staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Highly developed written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- Working with Children and National Police Check or willingness to obtain.
- Current Drivers Licence.

Desirable

- Experience in using Technology One software.
- Contemporary experience in implementing procurement frameworks and practice.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.