



JOB OVERVIEW

JOB TITLE	Director of Financial Services		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Financial Services	SALARY	Salary Package
DIRECT REPORTS	Finance, Funding & Procurement areas.	WORKING CONDITIONS	Based in Katherine Regional Office.
REPORTS TO	CEO	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	<p>The Director of Financial Services is part of the Executive team for Council. Reporting directly to the CEO the Director of Financial Services is responsible for the planning, implementing, managing and controlling all financial activities to ensure Council meets legalisation / governance requirements, maximises revenue opportunities and contract provisions are understood, adhered to and timely financial acquittal is achieved by the Council.</p>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Manage and direct staff that are responsible for the effective services of finance, procurement and funding ensuring planning and performance is of a high standard. 2. As part of the Executive team, be proactive and contribute to the formulation and implementation of Councils Strategic Plan, Regional Plan, Long Term Financial Plan and policies. 3. Provide high level guidance and advice to the CEO, Executive team, senior management and Elected Members on all financial compliance and budget matters. 4. Manage and oversee all functions relating to Council finances and accounting. 5. Manage and develop the financial, audit & risk, funding and procurement areas to achieve positive outcomes and high work performance. 6. Manage the detailed preparation of financial budgets and provide assistance to the Executive team and Senior Managers to develop their budgets and determine requirements for capital expenditure in support of initiatives that add value to Council. 7. Ensure the financial records and systems are maintained and provide appropriate levels of security and control over operations and assets. 8. Oversee Council's revenue opportunities through funding is maximised, understood and timely financial acquittal is achieved. 9. Ensure all funding received by Council is at the appropriate level for its purpose. 10. Monitor and report to the CEO and Council on Council's financial status and the effectiveness of financial management activities on a monthly basis. 11. Monitor and report to the Audit and Risk committee on Council's financial status and risk management. 12. Manage and oversee Councils investments to ensure optimal returns and explore ways to improve profitability. 13. Provide direction to and monitor Tender and Procurement processes in line with all relevant legislation. 14. Manage and oversee all financial transitions relating to Payroll. 15. Manage and oversee the preparation of external audits and facilitate the implementation of actions arising from these audits.

16. Manage the overall provision of Risk Management and Compliance to identify external and internal risks to Council and report as appropriate.
17. Manage and monitor the Councils rates processing.
18. Maintain a safe working environment ensuring WH&S regulations are adhered to.
19. Ensure all Council policies and procedures are adhered to and resources are effectively deployed.
20. Other reasonable duties are directed by the CEO.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS

1. Formal qualification to degree level in financial management (desirable).
2. Qualified or have at least 10 years experience in finance or similar role (essential).
3. A member of either CPA Australia or the Institute of Chartered Accountants or IPA Institute of Public Accountants. (essential).

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Extensive knowledge and understanding of public sector compliance, accounting and financial practices, frameworks, principles, concepts and methodologies.
2. Senior experience and a record of achievement in budget management and the financial accounting function in major public sector or local government entities.
3. Extensive experience in preparing and producing financial, management or other reports as required including asset management and control procedures, accounts receivable and payable functions.
4. Highly developed analytical and conceptual skills with demonstrated capacity to drive continuous improvement.
5. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff particularly executive management.
6. Proven skills in the leadership of multi-disciplinary teams, managing change and fostering a positive and high performing workplace.
7. High level of written and verbal communication, with the ability to deliver complex financial data to a wide audience; including financial reporting to multiple internal and external bodies.
8. Strong organisational skills and experience in business planning.
9. Experience in procurement and contract administration.
10. Ability to develop, maintain and provide direction with the organisations processes and procedures.
11. Sound knowledge of the principles of Occupational Health & Safety.

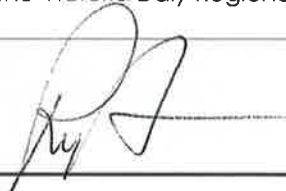
OTHER REQUIREMENTS

1. Criminal History Check (Recent within 3 months)
2. Working with Children's Clearance.
3. Proven management of a multi discipline workforce.
4. A current driver's licence.

PHYSICAL REQUIREMENTS

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.

APPROVED By
Russell Anderson
CHIEF EXECUTIVE
OFFICER



DATE
APPROVED

28/7/2020