



Manager Finance

Central Goldfields Shire Council

Success Profile – September 2020



Davidson
Executive & Boards



Table of Contents

Online Advertisement	3
About the Central Goldfields Shire Council	4
Vision, Purpose and Values	6
Organisational Structure	7
Role Overview	8
Key Responsibilities	9
Organisational Responsibilities	11
Ideal Candidate	12
Qualifications and Experience	14
For further information	15



Online Advertisement

- Provide exceptional outcomes to the community
- Focus on innovative ways to deliver services and programs
- A great place to live, work and explore

Central Goldfields Shire Council is situated right in the geographical centre of the state of Victoria within one hour's drive of the regional centres of Ballarat and Bendigo and just two hours from Melbourne. With a rich history and wonderful community feel, it boasts a vibrant and diverse culture with the benefits of a regional lifestyle. Seeped in goldmining history and nestled amongst a scenic state forest, the region is a popular and picturesque place and home to some of the finest recreation and sporting facilities in regional Victoria.

Having emerged from a period of restructure under administrators and with a new contemporary CEO at the helm, Central Goldfields Shire Council is set to become the next progressive, innovative "vibrant, thriving, inclusive" council in regional Victoria.

Committed to achieving the best outcomes for their local community, Central Goldfields Shire Council is seeking passionate, innovative and community minded leaders who want to make a difference to residents and the region whilst balancing their lifestyle and career.

As a key member of Council's management team, the Manager Finance will be expected to exude the exemplary leadership attributes that exist already in the team and that model collaboration, commitment to excellence and innovative thinking.

Working collaboratively with the GM Corporate Performance, the Manager Finance will commit to shaping a strategic vision of financial sustainability to ensure Council's short and longer-term visions and strategies are supported. Taking responsibility for financial planning, reporting and measurement, you will oversee the finance function to ensure the organisation is well connected and can deliver high quality services for the community. Through the application of sound business principles, commercial acumen, continuous improvement, and customer service focus, the Manager Finance will play a strategic role in the ability for Council to respond to changing business and commercial imperatives, as well as legislative and statutory requirements. Together with your team, you will have a strong focus on continuous improvement to enhance the overall operations of the finance function. You will support your team's development creating a positive and empowered workforce that embraces a progressive approach to providing high quality finance support across the organisation.

To be considered for this opportunity, you will be a proven financial leader who is CA/CPA qualified and who has proven experience working in a large, complex organisation. You will demonstrate contemporary thinking, political nous, and an approach that is both collaborative and credible. Your experience working in a fast paced service delivery environment will enable you to balance both strategic priorities and operational effectiveness. Furthermore you are highly regarded for your ability to build trusted relationships with your key stakeholders and for your exceptional people leadership skills and ability to cultivate high performing teams. An awareness of the legislative and planning frameworks that public sector organisations operate within would be an advantage.

Located in a stunning part of regional Victoria with an enviable lifestyle, Central Goldfields Shire Council is place where you can truly progress your career and enjoy the best of what the region has to offer.

Central Goldfields Shire Council recognises that the strength of its workforce is enhanced by the diversity of its people and, as such, is open to considering flexible working arrangements.

About Central Goldfields Shire Council

Located at the geographic heart of Victoria, Central Goldfields Shire is home to just over 13,000 people. Maryborough is the Shire's major business centre and is a health and retail centre for surrounding towns including Castlemaine, St Arnaud, Avoca, Talbot, Carisbrook, and Dunolly.

The Shire is part of the Goldfields Tourism Region, with many visitors coming to see the historic buildings and townships that date back to the 1850s when the region supported a prosperous gold mining industry, as well as visitors to the annual Energy Breakthrough event and the Highland Gathering. Central Goldfields Shire is bounded by Northern Grampians Shire in the north-west, Pyrenees Shire in the west, Hepburn Shire in the south, Mount Alexander Shire in the east and Loddon Shire in the north-east. Maryborough is the Shire's major business centre with a population of around 8,000. Other townships include Bealiba, Carisbrook, Dunolly, Majorca, Talbot, Bowenvale-Timor, Daisy Hill – all of which feature iconic heritage architecture.

Agricultural industries are spread across the municipality and include grain, sheep grazing and broiler farming. The Shire is also home to a number of major manufacturing, infrastructure, agricultural, freight, printing and food production companies. The Shire's road network assets include 512 km of sealed roads, 768 km of gravel roads and 110 bridges. Residents have access to affordable housing and a wide variety of health services, schools and recreational facilities.



Central Goldfields Shire Council Culture and Lifestyle



Located in the geographical centre of Victoria and nestled amongst state forest, the Central Goldfields Shire covers some 1550 square kilometres.

Maryborough is the shire's major business centre with a population of around 8000 people. Other smaller towns in the Shire include Bealiba, Carisbrook, Dunolly, Majorca, Moliagul, Talbot, Bowenvale/Timor and Daisy Hill. The towns and rural districts surrounding these centres are famous for their colonial architecture and significant agricultural industries. The Central Goldfields has a unique combination of natural qualities; manufacturing, retail and agricultural sectors; historical significance, and is strategically placed in terms of economic and tourism potential.

Quality health and education services are at your fingertips along with developing connection and transport services between Melbourne and the major regional cities of Bendigo and Ballarat. The Shire is currently experiencing significant economic growth with key infrastructure projects on the go, retail developments on the way and major residential developments reaching fruition. Life in the Central Goldfields Shire offers both the peace and tranquillity of rural life and the convenience of city amenities. Central Goldfields certainly is a great place to live, work, retire and invest.

For more information visit: <https://www.centralgoldfields.vic.gov.au/Business-and-Tourism/Tourism>



Vision, Purpose and Values



VISION / PURPOSE

To be a vibrant, thriving, inclusive community.

To achieve the best outcomes for the local community and having regards to the long term and cumulative effects of decisions.



COMMUNITY AND CUSTOMER FOCUSED

- We ensure the community and our customers are at the centre of everything we do.
- We communicate openly and honestly and take responsibility for our actions.



COLLABORATIVE AND INCLUSIVE

- We work together to deliver the best outcomes for our community.
- We appreciate and learn from each other's expertise and respect different views and perspectives.

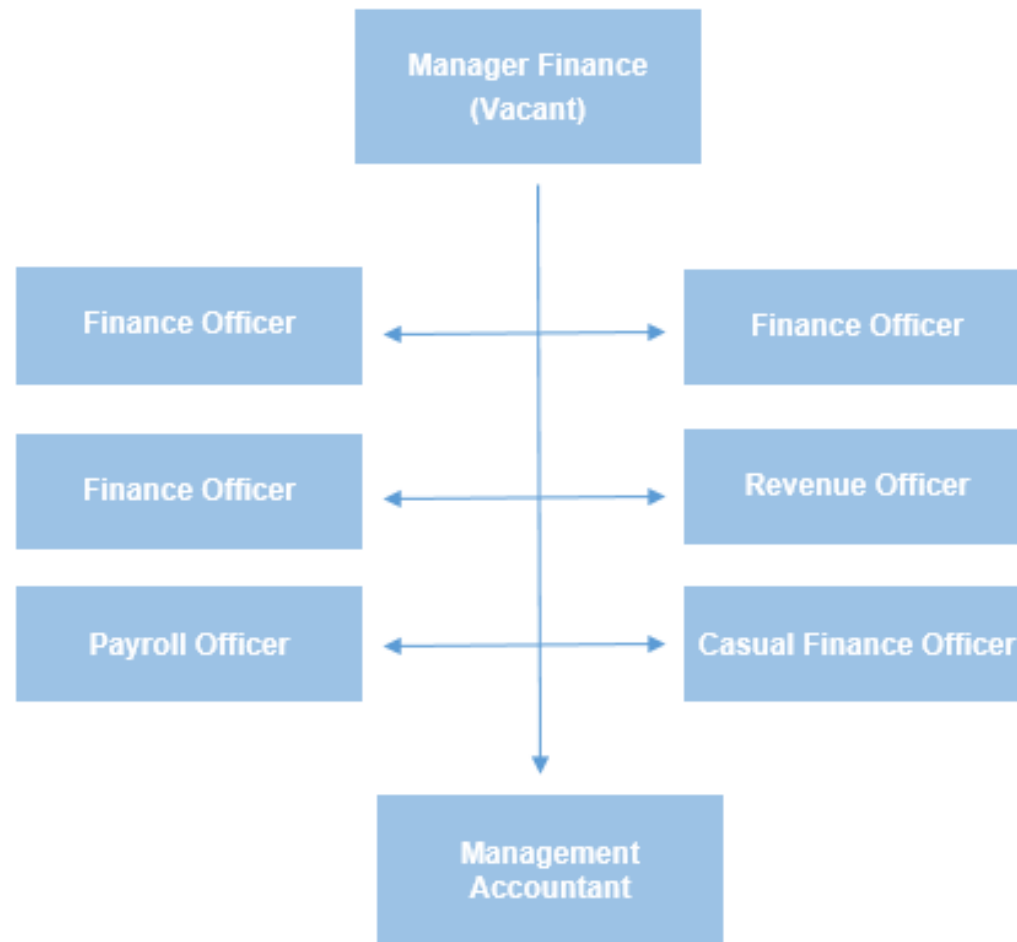


CHALLENGE THE STATUS QUO

- We explore new and innovative ways to work and deliver services and programs.
- We try new things and learn from our mistakes.

Organisational Structure

**CORPORATE
PERFORMANCE
DIRECTORATE
FINANCE**





Role Overview

Title	Manager Finance
Remuneration	\$145 - \$150 TRP
Directorate	Corporate Performance
Department	Finance
Appointment Type	Permanent Full Time
Location	Council Offices, Nolan Street, Maryborough - all employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements
Reports to	General Manager Corporate Performance
Supervises	Management Accountant Payroll Officer Finance Officers Revenue Officer
Finance Staff Headcount	6 staff including the Manager
External relationships	Local community members and local businesses, State and Federal Government departments, external service providers, other Councils and authorities
Internal relationships	Councillors, Executive Management Group, Council Managers Group, All Council departments

Position Summary

- Provide sound financial advice to the Executive Team, Leadership Team, Council and external stakeholders as required
- Manage the day to day finance functions including accounting, accounts receivable, accounts payable, payroll and rates
- Ensure Council's finance systems and policies comply with statutory requirements and drive innovation to ensure best practice financial management principles
- Develop financial strategies to support the objectives of Council as outlined in the Council Plan



Key Responsibilities

Budget Preparation & Management Reporting

- Prepare Council's annual budget in cooperation with the Executive and Managers
- Oversee the annual budget process including the review and update of strategic documents in accordance with the Local Government Act
- Monitor the financial performance of the Council through development and reporting against key performance indicators
- Prepare timely monthly finance reports for presentation to Council, Audit Committee and Executive Team.
- Develop and update Council's 10 year financial plan on an annual basis
- Develop and maintain a close working relationship with Executive Team and Councillors

Financial Management & Statutory Reporting

- Act as Council's Principal Accounting Officer
- Responsible for the preparation of the annual financial statements and standard statements ensuring compliance with Australian Accounting Standards and the Local Government Act and Regulations
- Responsible for the preparation of the annual Grants Commission and Fringe Benefits Tax returns and other statutory returns as required
- Oversee the preparation of all claims for Government Grants
- Ensure there is an internal controls system in place which addresses the risks associated with the financial management of Council's operations
- Ensure Council's finance system is operating effectively, and drive innovation to maintain general ledger accounts in accordance with Council's reporting requirements

Corporate System – Finance & Supply Chain Module

- Oversee the development and training of all Council staff in the corporate system functions
- Continuously improve the use and simplicity of the corporate system including reporting, procedures and data quality



Policy and Procedure Development

- Develop and review finance policies and procedures within agreed timeframes, or as required, to continuously improve the Council's efficiency in achieving objectives, while maintaining compliance with governance requirements and controls.
- Ensure finance policies are up to date and are communicated across the organisation as appropriate.
- Ensure finance staff and Council staff receive training on finance policies including regular updates.
- Ensure procedures and work instructions for financial processes are regularly reviewed to efficiently manage risks, properly documented and updated on a regular basis.

Management of Cash-flow, Investments and Borrowings

- Monitor cash-flow in line with Council's annual operating and capital budgets and implement actions to confirm Council is able to meet its debts when and as they are due.
- Maximise Council's revenue from investment through prudent cash-flow management and control.
- Manage Council's loan portfolio and recommend borrowings to minimise whole of life costs, minimise Council's risk rating for loans and enable Council to undertake planned future projects.



Organisational Responsibilities

Other Duties

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Central Goldfields Shire Council Enterprise Agreement

Council values	<ul style="list-style-type: none">▪ Demonstrate and encourage behaviour in line with Council's adopted values
Customer Service	<ul style="list-style-type: none">▪ Accountable for the department complying with the Customer Service Charter
Behaviour	<ul style="list-style-type: none">▪ Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination▪ Abide by the Code of Conduct
Risk management and OHS	<ul style="list-style-type: none">▪ Identifying, managing and minimising risk to Council▪ Contributing to Council's Risk Register▪ Ensuring that all OH&S obligations are met
Corporate records	<ul style="list-style-type: none">▪ Ensuring the department maintains Council records:▪ Within the approved record management system; and▪ In an accurate and timely manner
Legislative framework	<ul style="list-style-type: none">▪ Accountable for all legislative and regulatory obligations relevant to the department
Emergency management	<ul style="list-style-type: none">▪ May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan





Ideal Candidate – Knowledge, Skills and Abilities

Accountability and extent of authority

- Authority to act as delegated within Legislation, Council Policies and Key Responsibility Areas
- Accountable for the timely and accurate preparation of the Strategic Resource Plan, annual budget, monthly financial statements, the annual statutory statements and other financial reports as required
- Accountable for the efficient, effective and appropriate use of resources within the Finance Department
- Accountable for implementing and promoting Council's Human Resources and Occupational Health and Safety policies and ensuring members of the team follow appropriate work place practices
- Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss
- Development, implementation and interpretation of policies, procedures and legislation as required
- Making recommendations and/or reporting significant financial risks to the General Manager Community & Corporate Services, and the Executive Team
- Develop appropriate financial policies and procedures to manage financial and procurement risks

Specialist skills and knowledge

- Extensive knowledge of Australian Accounting Standards, accounting theory and practice, and in particular applying those to Local Government
- Experience in preparing financial statements and other statutory reports and returns
- Demonstrated ability to prepare long range financial plans, budgets and forecasts
- Extensive understanding of accounting systems, controls to manage financial risks and underlying corporate databases/systems
- Highly competent in the use of Excel and Corporate Databases, including the ability to design and implement high quality reports
- Knowledge of the Victorian Government rating systems

Management skills

- Ability to supervise, motivate and lead a team delivering corporate service functions
- Ability to set priorities for the team to achieve a broad range of outcomes within prescribed timelines
- Ability to think strategically and contribute to achieving the objectives of the Council Plan
- Ability to operate with a high degree of flexibility in a demanding environment



Interpersonal skills

- Highly developed oral and written communication skills and the ability to present to Senior Management and Councillors
- Ability to communicate and present complex financial ideas to a broad audience including staff, Councillors, and the community
- Ability to generate co-operation and trust across all areas of the organisation
- Ability to resolve conflict and negotiate mutually agreeable outcomes
- Ability to work as a member of multi-disciplinary teams to meet organisational requirements



Qualifications & Experience

1. Relevant qualifications and significant experience in finance management, particularly in a Local Government context
2. Tertiary qualifications in Commerce, Accounting or Business, preferably with post-graduate accounting certification (e.g. Chartered Accountant, or Certified Practising Accountant)
3. Membership of a recognised accounting body in Australia
4. Experience in managing a finance team within local government or medium-sized multi-disciplinary organisation
5. Experience in using and developing corporate financial systems
6. Demonstrated ability to prepare long range financial plans, budgets and forecasts and provide strategic input into Council's planning cycle
7. Strong understanding of and ability to drive innovation in the use of accounting systems, ability to manage financial risks and underlying corporate databases/systems
8. Ability to manage team members in finance to set priorities for the unit to achieve a broad range of outcomes within prescribed timelines
9. Understand the legal and political environment within which Council operates
10. Ability to prioritise tasks, organise and plan to achieve objectives and goals
11. Ability to generate co-operation and trust across all areas of the organisation
12. Ability to demonstrate and display the Central Goldfield Shire Council Values
13. Appointment is subject to the successful completion of a National Police Check





For further information

For further information or a confidential discussion, please contact:



Seamus Scanlon, Senior Partner
Mobile: 0455 118 868
Email: Seamus.Scanlon@davidsonwp.com



Carla Bent, Associate Partner
Mobile: 0422 582 992
Email: Carla.Bent@davidsonwp.com