



Position Description

Chief Financial Officer

Award: West Wimmera Shire Council Enterprise Agreement 2021

Classification: Band 8

Name of Occupant:

Employment Status: Full-Time

Location: Edenhope or Kaniva



Accountability Statement

The Chief Financial Officer is Council's Principal Accounting Officer (as defined by the Local Government Act 2020) and is responsible for delivering the budgetary and financial reporting functions of Council. The position is accountable for the management and provision of timely and accurate information on Council's financial performance and position to Council, Senior Management, Auditors and government agencies.

Position Objective

- a) To manage the financial and accounting functions, including internal and external financial reporting and the preparation of Council's Annual Financial Report and Annual Financial Statements.
- b) To formulate annual budgets and develop a forward financial plan for the municipality, in accordance with the *Local Government Act 2020*, associated subordinate legislation and relevant Australian Accounting Standards; which will allow planning for infrastructure development to proceed in a sustainable manner and ensure the delivery of required services to residents and the business community while minimising the impact on ratepayers through the property taxation system.
- c) To provide leadership and management to the Finance team and also other management responsibilities as needed from time to time.
- e) Other suitable duties as directed from the Director Corporate and Community Services.

Key Responsibility Areas

Audit and Annual Financial Statements

- a) Prepare the audit schedules at year end in line with current accounting standards and regulations.
- b) Develop and maintain data for the Asset Management system records to ensure accurate and timely preparation of reports.
- c) Preparation of Annual Financial Statements in accordance with the Act and Regulations and relevant Accounting Standards by September 30 each year for approval of the Director Corporate and Community Services.
- d) Act as Council's Principal Accounting Officer

Audit and Risk Committee

- a) Coordinate quarterly meetings including agendas and required reports
- b) Liaise with Council's internal auditors as required for Council's Internal Audit program and the Audit & Risk Committee

Financial Reports and Statements

- a) Utilise Council's financial reporting and budgeting software to meet the information requirements of the departments of Council.
- b) Prepare quarterly budget reports for Council, in accordance with the Act.
- c) Provide support to other departments to ensure variances to actual and budget are correctly explained in Council reports.
- d) Monitor and report budget performance through succinct standard monthly reports with supporting notes outlining variances.

- e) Prepare and coordinate as required, the annual return of information to the Victoria Grants Commission in accordance with V.G.C. revised formats as may be adopted from time to time for annual returns.
- f) Provide advice and training as required in the preparation of various financial reports and statements by other officers to ensure that correct information is being utilised.
- g) Coordination of other reporting as required by relevant legislation

Maintaining Accounting Records

- a) Undertake tasks to ensure the ongoing maintenance and integrity of the general ledger and associated subsidiary ledgers.
- b) Prepare and process general ledger journals on a weekly and month end basis.
- c) Ensure that accounting records are accurate and kept in a timely manner in accordance with Accounting Regulations, Australian Standards and internal accounting policies.

Budget Co-ordination

- a) Review budget forecasts monthly.
- b) Prepare data required for the annual budget and long term planning of Council (10 year plan)
- c) Coordinate the preparation of the Annual Budget in conjunction with Senior Management and Council in the agreed timelines. Develop a program-based format and provide the outcomes of service delivery, infrastructure development, project revenue targets achievable and the likely net costs of Council programs.
- d) Developing and maintaining Computerised Financial Systems
- e) Develop and maintain the computerised financial systems to ensure that user demands are met with maximum efficiency and systems meet best practice accounting principles.

Investments

Invest surplus funds of Council as available to ensure the maximum return on investment within timelines to suit Council cash flow.

Goods and Services Tax (GST)

Responsible for preparation and lodgment of monthly BAS statement and ensure Council's obligations in respect of GST are fulfilled by the required timeframes on a monthly basis.

Fringe Benefits Tax (FBT)

Prepare and administer Council's Fringe Benefits Tax return by the due date each year.

Payroll

- a) Check and verify the integrity of the fortnightly payroll calculations.
- b) Oversee the calculation and remittance of Council's superannuation guarantee entitlements, Defined Benefit Superannuation, Councillor Superannuation contributions and the quarterly reconciliation for the Defined Benefits Scheme.

Accounts Payable and Receivable

Oversee the Accounts Payable and Receivable functions of Council, ensuring governance frameworks are adhered to.

Corporate Responsibilities

- a) Responsible for creating full and accurate records of activities and decisions, and observing records management procedures in accordance with standards laid out in the Record Management policy.
- b) Contribute to the continuous improvement and productivity of the organisations operations.
- c) Maintain Council's bank signatories

Information Technology Strategy

- a) Responsible for the development and maintenance of Council's overarching information technology strategy.

Occupational Health and Safety and Risk Management

Managers have the responsibility to ensure that Health & Safety strategies, policy and procedures are developed and implemented within their areas of operation, and to:

- a) Ensure adequate resources and funding are allocated to enable staff to achieve Council's stated goals of accident, illness and risk reduction.
- b) Develop and maintain Business Unit specific safety procedures.
- c) In conjunction with Directors, set and monitor Health & Safety targets.
- d) Consult with affected members of staff when contemplating changes or reviewing practices in the workplace.
- e) Immediately notify the OHS Coordinator in the event of a serious injury, incident or near miss with a potential to cause serious injury.
- f) Immediately complete, authorise and forward all accident/incident investigation reports to the OHS Coordinator and ensure appropriate corrective actions are implemented.
- g) Review, approve and monitor expenditure/resources for the effective implementation of the Health & Safety strategy, policy and procedures.
- h) Review the Business Unit's Health & Safety System Audit Reports and initiate corrective actions to ensure compliance.
- i) Keep abreast of changes to legislation and communicating such changes to Directors and relevant staff members.
- j) Ensure action is undertaken to ensure competency for staff to achieve their responsibilities for Health & Safety.
- k) Promote, maintain and champion our ongoing determination to improve performance in Health & Safety management.
- l) Actively participate in the rehabilitation and return to work (RTW) programs for injured staff.
- m) Consult with workers regarding changes to the workplace that may affect the health or safety.

Accountability and Extent of Authority

- a) Responsible for the accuracy and maintenance of the general ledger, associated subsidiary ledgers and Council budget.

- b) Work within legislative requirements, established policy and recognised standards relating to the responsibilities of the position.
- c) Required to identify a need for development or review of relevant finance and payroll related policies and strategic documents and the preparation of such documents for Executive or Council approval.
- d) Sign correspondence relative to accounting functions.
- e) Sign purchase orders and authorise payments within delegated limits.
- f) Authorise transfers of investment funds within delegated limits.

Judgment and Decision Making

Under general supervision and guidance by the Director Corporate and Community Services this position can:

- a) Authorise expenditure up to \$10,000 within budget.
- b) Make operational decisions regarding the provision of finance services based on judgement and advice.
- c) Development of Council policy relating to finance
- d) Provide advice on financial services to Council, senior management, staff and customers within delegation and in accordance with privacy principles.

Specialist Skills and Knowledge

- a) A sound knowledge of Local Government Act and Regulations, Australian Accounting Standards and internal accounting policies and controls, pertaining to financial management.
- b) A sound understanding of the organisational goals and objectives of Council, pertaining to finance, budgets and infrastructure needs.
- c) Comprehensive knowledge of financial systems and the procedures required to ensure its efficient operation. Practical skills and knowledge to maintain and implement relevant systems and procedures.
- d) Understanding of computers, relevant software and utilisation to enhance the reporting capabilities of Council.
- e) Ability to provide training and impart knowledge to others who operate the financial systems of Council.
- f) A commitment to ongoing professional development.
- g) Significant knowledge of financial, budgetary and payroll principles in order to having a key role in the preparation of the organisation's annual budget and fortnightly payroll, including an understanding of the legal and political implications.

Management Skills

- a) The ability to set priorities, manage time and resources, plan and organise own work and that of others, to achieve specific and set objectives.
- b) The understanding of, and the ability to implement personnel practices including those relating to equal opportunity, occupational health and safety, and employee development.

- c) Particularly during the budget preparation and annual financial reporting periods, the incumbent will be required to complete multiple important tasks whilst being subject to conflicting pressures in relation to timeframes.

Interpersonal Skills

- a) Sound oral and written skills with ability to write reports to Senior Management and Council on matters relating to the position.
- b) Ability to liaise with colleagues within the organisation and counterparts outside of the organisation to resolve specialist problems.
- c) Ability to gain cooperation and assist from staff and customers.

Qualifications and Experience

- a) Tertiary qualification in accounting or related discipline
- b) CPA/CA or IPA qualified.
- c) Experience in supervising, training, mentoring and developing staff.
- d) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required for this position.

Key Selection Criteria

- a) A tertiary qualification in accounting.
- b) Experience in managing financial, accounting, budget and payroll functions.
- c) Experience in the extraction and interpretation of financial data.
- d) Experience in the preparation of annual budgets, forecasts and reporting.
- e) Experience developing and improving policy and procedures.
- f) Knowledge of the Local Government Act and regulations and Australian Accounting Standards.
- g) Experience in mentoring staff and staff development.

Organisational Relationships

Reports to: Director Corporate and Community Services

Supervises: Finance and Rating Coordinator
Finance Officer
Accounts Officer

Internal Liaisons: Executive
Senior Leadership Team
Councillors

External Liaisons: Ratepayers and general public
Government bodies
Contractors
Consultants
All service authorities
Auditors
Victoria Grants Commission

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
December 2024	Human Resource Manager	Janet Watt
December 2024	Director Corporate and Community Services	James Bentley