



POSITION DESCRIPTION

Position Title: Operational Finance Program Leader

Location/Branch/Department: Finance

Position Classification: Band 3, Level 4, Grade 1

POSITION PURPOSE/OBJECTIVE

To lead the provision and ongoing development of Operational Finance services in the Council, within an environment of changing internal and external requirements.

To manage a multi-disciplinary Operational Finance team within the Finance Services Branch and ensure there are appropriate systems and procedures that enable the provision of quality, timely and effective financial services, information and high level reports in accordance with internal procedures and external legislative requirements.

To contribute as a senior finance professional with an Operational Finance focus, to the provision of Strategic Finance services, information, planning and advice.

The Operational Finance Program Leader works with and complies with legislation and all Council policies and procedures.

RELATIONSHIPS

Reports to: Financial Controller

Staff Responsibility: **5 Staff**
1 Assistant Accountant
1 Finance Officer
2 x Accounts Payable Officers
Finance Trainee

Key Internal Relationships: Managers across Council,
Manager Strategic Finance,
Revenue Coordinator,
Team Leader Business Systems

Key External Relationships: Office of Local Government,
Council's external and internal Auditors
Australian Taxation Office

SPECIFIC RESPONSIBILITIES

Financial Controls & Risk Management

- Liaise with the internal and external auditors to ensure that appropriate controls are in place for Operational Finance functions and that risks are managed appropriately.

Annual General Purpose Financial reports and Statutory Returns

- Manage, complete and submit Blue Mountains City Council's Annual General Purpose and Special Purpose Financial Reports, including all legislatively required notes and special schedules.
- Adhere to statutory and regulatory requirements for financial accounting, including the OLG Code of Accounting Practice and Financial Reporting.
- Prepare the Annual Financial Data Return and lodge with the Office of Local Government by the due date.
- Prepare an analysis report for Council, in consultation with the Financial Controller, which details the financial result and provides an opinion on Council's financial position and report to the Council and the public.
- Submit the financial reports for audit and liaise with the external auditors to coordinate the interim and annual audits and provide required workpapers.

Taxation Compliance

- Thoroughly check and sign off annual Fringe Benefits Tax Return and Monthly GST Business Activity Statement. Ensure completion within legislative deadlines.
- Ensure that Council's taxation obligations are correct in accordance with relevant legislation, guidelines and regulation. Prepare tax planning strategies and recommendations to the Financial Controller to minimise taxation payable.

Balance Sheet Account Reconciliations

- Ensure all balance sheet accounts are reconciled and signed off in a timely manner.
- Monitor and assist staff with reconciliations as required.

Financial Management Information Systems

- Manage entries into Council's financial ledger system.
- Work with the Financial Controller to review and improve Council's Financial Management Information and Business Systems.

Investments and Cashflow

- Monitor cashflow to ensure that there is an optimum amount of working capital available.
- Manage Council's investments in accordance with the Ministerial Investment Order and Council's Investment Policy and Strategy.
- Maintain the investments register.
- Prepare the monthly Investments Report to Council
- Assist the Financial Controller with other investment related matters including any investment defaults and legal matters

Accounts Payable

- Manage the Council's accounts payable service delivery to ensure all Council invoices are correctly processed in accordance with Council's terms and policies.
- Manage the accounts payable processing team.
- Review the accounts payable processes and business systems to ensure continuous improvement and achievement of efficiencies.

Operational Finance Team Management

- Encourage teamwork and joint contribution from staff to tasks and projects in a continuous improvement framework.
- Develop and build relationships with and between team members and key stakeholders.
- Ensure staff are familiar with legislative developments and available resources.

Other

- Undertake the duties of the Financial Controller in an acting capacity during periods of absence as directed in accordance with Council policy.
 - Authorised Council Officer responsible for the validation of all tenders submitted to Council as the Tender Opening Panel Chair.
 - Administer the external audit contract including calling tenders in accordance with legislative requirements and participating in the Tender Evaluation Panel.
 - Manage the training of Council staff in financial management systems.
 - Assist with Special Projects as directed by Financial Controller.
 - Act as a cheque signatory as required.
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COMMUNICATION

The position will require considerable and ongoing communication with management and staff from all levels of the organisation to ensure that the financial management systems continue to meet organisational and statutory requirements. Accounting concepts will need to be conveyed to others in “plain English” as many customers may have limited financial accounting skills.

As a Team Leader, the Operational Finance Program Leader must be able to coach and motivate staff to attain Group and organisational goals.

JUDGEMENT & PROBLEM SOLVING

The Operational Finance Program Leader has a key role in identifying the operational financial management issues facing Council, setting a work plan to address those issues and subsequent implementation/ completion and review. The incumbent is often required to develop innovative solutions to complex, multi-faceted and wide ranging financial issues across the whole of Council.

External financial reporting is a complex task that requires high level decision making, accuracy, accountancy and finance operational skills, problem solving skills - to ensure compliance with both, Accounting Standards and applicable legislation. It is also necessary to address the risk of any error reflecting poorly on the Council and its business operations to the wider public and to other levels of Government.

These high level conceptual skills will be equally applied in researching, analysing, developing and implementing financial management systems that meet the needs of the organisation.

AUTHORITY

The position is accountable for the effective delivery of operational financial management, as well as planning projects and processes. This includes the provision of high-level specialist advice on financial management matters.

The position will make recommendations through the Financial Controller to the Executive and Council on high-level financial management matters.

The position is also the authorised Council Officer responsible for the validation of all tenders submitted to Council as the tender opening committee chair.

Authorised to sign correspondence under own name. Correspondence of a political or sensitive nature will be referred to the Financial Controller with recommendation for action.

Authorised to sign Cheques and Corporate Card Reconciliations.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

Have completed a CPA/CA recognised degree in an accounting, financial management, commerce or business with an accounting major

Extensive experience in the development and implementation of operational accounting and financial management controls for financial systems, policies and procedures

Knowledge and understanding of relevant provisions of the Local Government Act, accounting standards and other appropriate legislation

High level interpersonal and communication skills including proven ability to liaise effectively with professionals from a range of disciplines and advanced report writing and presentation skills

Demonstrated skills and experience in supervising, managing and motivating staff providing financial services

Highly advanced computer skills and experience in spreadsheets and database, and competent in other applications including word processing and presentations

High-level accounting and financial management project skills and experience

Ability to meet time constraints and to work under pressure

Demonstrated ability to work flexibly, positively and productively in a team and in an environment of ongoing continuous improvement and change

Commitment to and understanding of Occupational Health and Safety and Equal Employment Opportunity principles and practices

DESIRABLE

Involvement in the implementation of new Financial Management Information Systems

Local Government experience supervising or managing a Finance Team.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

***Note - To be completed with the Recruitment Requisition form by the requesting Manager/Supervisor. Please contact the OH&S Officer if assistance is required in completing this form.**

Position: **Operational** **Finance** **Program**
Leader _____

Responsible Manager/Supervisor: **Manager, Finance** _____

Signature: _____ Date: _____

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed, ratings as follows:

No Exposure = 0	Low Exposure 0 – 2hrs daily = 1
Medium Exposure 2 – 4hrs daily = 2	High Exposure 4 – 8hrs daily = 3

PHYSICAL REQUIREMENTS				WORKING CONDITIONS			
Heavy Manual Tasks	0	Shoveling/Digging	0	CHEMICALS		PHYSICAL	
Light Manual Tasks	3	Pushing loads > 5kgs	1	Dusts	0	Inside Work	3
Repetitive Lifting	0	Pulling loads >5kgs	1	Liquids	0	Outside Work	0
Trunk Twisting	0	Frequent bending/ stooping	0	Mists / Fumes	0	High Temperatures > 38deg	0
Standing for extended periods	0	Sitting for extended periods	3	Gases/Vapours	0	Low Temperatures < 3 deg	0
Kneeling for extended periods	0	Hearing above background noise	0	Odours	0	Operating Machinery	0
Extend arms for reaching	1	Walking on uneven ground	0	Working with Solvents	0	Working Near Machinery	0
Elevating arms above shoulder height	1	Walking for extended periods	0			Working at Heights	0
		Colour Vision	0	BIOLOGICAL		Noisy Work Areas	0
Climbing to access/ exit excavations	0	Depth Perception	0	Possible exposure to Hepatitis A, B, C	0	Vibration	0
Throwing	0	Balancing	0	Pesticide Spraying	0	Confined Spaces	0
Crawling	0	Fine Manipulation	0	Herbicide Spraying	0	Prolonged Driving (periods > 2hours)	0
				Possible exposure to Tetanus	0	Working Alone	0
						Overhead Work	0
USE OF PERSONAL PROTECTIVE EQUIPMENT						Use of Computer for screen based activities.	3
Safety Boots/Shoes	0			BIOMECHANICAL		Prolonged Sitting (periods > 1hour)	3
Dust Mask/ Respirator	0			Repetitiveness	3	Prolonged Standing (periods > 1 hour)	0
Protective Eyewear	0			Fatigue	0		
Ear plugs/Muffs	0						
Hard Hat	0						

Provide a brief description of the job requirements: To spearhead the ongoing development and provision of financial information in line with changing internal and external requirements. To assist with the development of strategies and processes that contribute positively to the long term financial success of Blue Mountains City Council. To ensure that the Finance Team has systems and procedures that enable the provision of quality, timely and effective financial information in accordance with internal and external requirements.