

POSITION DESCRIPTION

ASSISTANT MANAGER FINANCE

POSITION DETAILS

Position No.	000749	Directorate	Business Services
Employment Status	Ongoing full time	Location	Civic Centre, Kingston
Department	Finance	Classification	Professional Officer Level 3

POSITION OBJECTIVES

The primary purpose of the position is to assist the Manager Finance in the timely, efficient and effective provision of financial services primarily focussed on budget preparation and management, monthly and annual reporting, systems development, and risk.

The position will assist the Manager Finance in:

- Managing the operational effectiveness and development of the Finance Department, including budget, forecasting, financial planning, financial reporting, and organisational risk.
- Provide high level customer service and support to Council's internal and external customers.
- Providing timely high level technical advice to the Director and senior management on a range of finance related issues and projects.
- Implementing and monitoring compliance with appropriate governance principles and practices that relate to Council's financial activities and interests.
- Promote and maintain a positive team culture responsive to Council's values of Respect, Excellence, Accountability and Inclusiveness.

KEY FUNCTIONS AND RESPONSIBILITIES

- Responsibility for the preparation of Council's annual operational and capital budgets including overseeing the preparation of the annual review of fees and charges.
- Assist in the delivery of department and organisational business plans.
- Keep the Chief Executive Officer, Director and Finance Manager informed of any relevant finance issues. Attend Council meetings as required.
- Assist with development and update of Council's financial model and financial plans.
- Assist with Audit Panel coordination and meetings and attendance as required.

- Mentor and facilitate a culture of continuous improvement to develop the capacities and abilities of staff through processes and programs that contribute to increased business performance and accountability.
- Assist the Manager Finance in the training in and organisational uptake of finance systems, and ensuring those systems are functional and meet the requirements of all stakeholders.
- Monitoring of financial performance and ensuring the accuracy of costing of Council operational and capital expenditures.
- Oversight of the preparation of monthly finance reports.
- Responsibility for the preparation of Council's annual financial statements including liaison with auditors.
- Ensure that statutory, audit and taxation requirements for Council are met in a timely and accurate manner.
- The provision of statistical financial data and the timely completion of returns.
- Responsibility for fixed asset accounting.
- Ensure that Council's accounting and finance and associated policies are kept up to date in accordance legislation, regulations and Council requirements.
- Assisting the Manager Finance in the maintenance of Council's risk management framework incorporating policies, plans and registers. This includes business continuity and fraud plans and procedures.
- Implement appropriate financial risk management practices including governance and internal control environments to ensure compliance with financial policies and legislation.
- Assistance with insurance claims management.
- Oversee the operations of the Bruny Island Service Centre.
- Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Authority and accountability: This position will make decisions for which it will be held accountable. The position is responsible for leading the direction of various finance programs and coordinating the activities of others who are also involved.

Judgment and problem solving: This position is responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. Although answerable to more senior staff, a high level of independence is required in determining how to deal with different issues.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position reports to the Manager Finance. The position works collaboratively with other members of the management team and elected members in carrying out its duties.
2. **External** – The position is responsible for developing strong relationships with the community, customers, Tasmanian Audit Office, Federal and State Government Agencies and Departments, including the ATO.
3. **Direct Reports** – The position directly supervises the Finance Officer – Systems support, and Bruny Island staff.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Relevant tertiary qualifications in a relevant field such as Accounting, Commerce or Business and membership of, or working towards, a recognised professional accounting body, with CPA status or equivalent.
- Experience in accounting or financial management at a senior level in a government or a medium-sized organisation and the ability to exercise a broad range of delegations in a professional and responsible manner.
- A demonstrated ability to lead staff in a team environment and to manage the administration of a department dealing with large workloads of a highly complex nature.
- A detailed understanding of legislative and regulatory instruments relevant to the role.
- High level computer literacy and practical knowledge of the use of Microsoft Office products and financial management systems and technologies.
- Sound understanding of financial risk management principles and practices.
- The ability to review and produce detailed reports and correspondence, analyse complex issues and exercise sound judgement and discretion.
- High level communication, negotiation and conflict resolution skills.
- Proven experience in leading improvement initiatives and change management projects.
- Ability to set priorities to achieve a range of outcomes within broad parameters set by the organisation's strategic and operational plans.

Licences

- Current driver's licence
- National Police check