

POSITION TITLE	CORDINATOR FINANCIAL SUSTAINABILITY
POSITION ID	
CLASSIFICATION & TENURE	Band 7 – Permanent Full Time (1.00 FTE)
DIRECTORATE	Communities and Corporate
DEPARTMENT	Financial Services
LOCATION	Daylesford
REPORTS TO	Manager Financial Services
DIRECT REPORTS	Accounts Payable Officer (1.00 fte)

OUR VALUES



ACCOUNTABILITY

We will be responsible for our choices.

We will acknowledge and learn from our mistakes.



RESPECT

We will accept people's differences.

We will look for the best in people and their contributions.

We will treat people with respect and dignity.



EXCELLENCE

We will perform to the best of our ability.

We will commit to learning and growing.

We will strive to achieve Council's long-term vision.



TRUST

We will encourage creativity and innovation.

We will value everyone's contribution.

We will act honestly and fairly, by example.



FUN

We will acknowledge and celebrate our success.

We promote a healthy sense of humour.

We believe in getting involved.

POSITION PURPOSE

The Coordinator Financial Sustainability is responsible for the efficient and effective operation of the financial reporting services to support the development and tracking of all budgets, monthly and quarterly financial reporting, asset capitalisation, and management of the financial system modules, particularly the General Ledger. Overseeing the accounts payable function and statutory reporting including the Annual financial statements, FBT Return, and the Victorina Grants Commission return. Continual development and implementation of efficient financial processes of Council is a key priority together with the review and development of associated policies.

KEY RESPONSIBILITIES AND DUTIES

- Deliver monthly and quarterly management reports for the Leadership Teams and Council, highlighting key variances to budget, forecast analysis and associated commentary for both operational and capital.

- Engage in the budget planning process including the preparation of base budget date in the system. Provide assistance to the services for the input of budget data and assist in the preparation of the final budget document for adoption by Council.
- Assist with the preparation of annual financial statements and supporting documentation.
- Accurate completion of the asset capitalisation process and reconciliation of work in progress balances.
- Oversee the maintenance and integrity of the finance module to ensure it is reflective of the organisational structure and provides accurate data for reporting and decision-making for the organisation.
- Ensure effective financial management through efficient and regular monitoring of the integrity of the finance modules.
- Manage the processing and review of monthly journals, internal charges and accruals to ensure accurate financial information is available.
- Provide training and tools related to budget preparation and input, variance analysis, financial literacy and reporting requirements to the organisation.
- Completion of statutory reporting requirements including but not limited to FBT return, monthly BAS and Victorian Grants Commission return.
- Supervision of employees and oversight of the accounts payable function.

ORGANISATIONAL RESPONSIBILITIES

Policies, Legislation, Behaviours & Values	<ul style="list-style-type: none"> • Comply with all Council policies, procedures, and goals, including the Code of Conduct and Council’s adopted values; and the regulatory and legislative requirements relevant to the department. • Demonstrate behaviours of the highest integrity, free from bullying, harassment and discrimination.
A Safe and Healthy Workplace	<ul style="list-style-type: none"> • Embrace Council’s commitment to providing a safe and healthy working environment by performing duties in accordance with the Occupational Health & Safety Act 2004, OHS Regulations 2017, codes or practice, policies and procedures. • Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others • Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
Child Safe Standards	<ul style="list-style-type: none"> • Hepburn Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential. • Hepburn Shire Council’s policies and procedures support the implementation of requirements under the <i>Child Wellbeing and Safety Act 2005</i> and the <i>Child Safe Standards</i>. • All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.
Confidentiality	<ul style="list-style-type: none"> • Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.

	<ul style="list-style-type: none"> Ensure Council records are maintained in the approved record management system in an accurate and timely manner.
Customer Experience	<ul style="list-style-type: none"> Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review and implement strategies to improve customer experience quality and efficiency.
Emergency Management	<ul style="list-style-type: none"> Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
Corporate Training	<ul style="list-style-type: none"> Participate as directed in training and education to maintain compliance and up-to-date knowledge.
General	<ul style="list-style-type: none"> Responsibilities and duties included in this Position Description are subject to the multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement. Other duties undertaken are within the scope of the employee's skills, competence, and training, relevant to the position band, as requested by the people leader.

CLASSIFICATION DEFINITIONS

Accountability & Extent of Authority	<p>Budget</p> <ul style="list-style-type: none"> In conjunction with Manager Financial Services, prepare and manage the Finance team budget <p>Staff Responsibility:</p> <ul style="list-style-type: none"> Team members under this role – Accounts Payable Officer (1.00 fte) Assist with other Finance Team duties – including learning other team member roles – to achieve a high functioning team focused on outputs <p>Accountability:</p> <ul style="list-style-type: none"> This position is responsible for providing specialist financial advice and information to management and employees in line with legislation, codes, regulations and licences. This position has formal input into the development, implementation and review of financial strategies and policies, and is responsible for facilitating the timely review of such strategies and policies. The freedom to act is subject to legislation, council policies, budget and procedures and has regular reporting mechanism in place.
Judgement & Decision Making	<p>The occupant will need to apply judgment and problem-solving skills in meeting the requirements of the position. The occupant will be able to:</p> <ul style="list-style-type: none"> Liaise with all stakeholder groups to achieve high quality practices and procedures.

	<ul style="list-style-type: none"> • Make decisions based on knowledge of financial legislation, Local Government Act, Accounting Standards, and council policies and procedures. • Use discretion to prioritise and plan work outputs to meet with the requirements of the position. • Exercise judgement and solve problems using specialist financial knowledge. • Make decisions based on their understanding and knowledge of project scope, and work plans, and provide recommendations in regard to this work. • Problem solving will involve adaptation of techniques used elsewhere to new situations. <p>There may be a degree of complexity in the work undertaken. Problems encountered may involve applying known methods and procedures to new situations. The incumbent will be expected to actively keep abreast of current professional knowledge in the areas of Financial Services.</p>
<p>Specialist Skills & Knowledge</p>	<ul style="list-style-type: none"> • Specialist knowledge of contemporary financial issues to resolve organisational problems • Requires knowledge of accounting standards and infrastructure assets. • Sound analytical and numeracy skills, extending to the use of technology to demonstrate these skills through the preparation of general correspondence, reports and presentations • Ability to interpret and understand legislation – in particular the Local Government Act • A strong knowledge and understanding of the accounting treatment of assets and depreciation, methodologies, revaluations and project delivery reporting. • Ability to grasp new concepts, adapt to change and develop others • Technical skills relating to the management of financial services
<p>Management Skills</p>	<ul style="list-style-type: none"> • Well-developed leadership and influencing skills • Knowledge and ability to implement personnel practices including equal employment opportunity and work health and safety when working with staff, contractors and members of the community. • Ability to set priorities and achieve set objectives within resources available and within a set time frame despite conflicting pressures. • Ability to handle a variety of complex issues concurrently and with minimal supervision.

	<ul style="list-style-type: none"> • Ability to train staff and gain their commitment to a culture of sustainability. • Excellent communication skills that can be adapted to various recipients • Well-developed skills using Microsoft Office (Word, Excel, PowerPoint), email, web and mobile based forms and databases, and other corporate systems (including records management, finance/procurement systems) • Sound knowledge of personnel practices to ensure compliance with Work Health Safety requirements and Equal Employment Opportunity guidelines.
<p>Interpersonal Skills</p>	<ul style="list-style-type: none"> • Ability to work collaboratively and strategically using influence across differing Council Units to encourage and support joint cooperation and mutual success. • Well-developed written and oral communication skills. • Demonstrated ability to work in a team environment and positively contribute to the team. • Ability to work effectively and gain co-operation from staff and contractors in order to achieve the objectives of this position. • Demonstrated ability to handle enquiries in a courteous and timely manner whilst resolving issues. • Well-developed consultative skills and proven success in implementing change. • Well-developed skills to motivate people and provide a catalyst for cultural change.
<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • A combination of Tertiary Qualifications, further formal qualifications and experience is required at this level as this role will be problem solving, providing financial advice to internal staff and conducting training for staff on the system and general finance principals. • Relevant tertiary qualifications in finance/accounting (or experience in a financial field). • Ability to lead and develop a team or direct reports as well as actively participating in cross-functional teams to achieve goals <ol style="list-style-type: none"> 1. Demonstrated experience in implementing and maintaining internal accounting policies 2.

SELECTION CRITERIA

Selection will be based on the following Selection Criteria however, reference will also be made to other listed skills, knowledge, and attributes as required in the Position Description

Essential

- Relevant tertiary qualifications in finance/accounting (or experience in a financial field) and CPA or equivalent membership.
- Strong communication skills and the ability to work proactively with management, team leaders and staff at all levels.
- Sound experience in financial performance management and analysis.
- External audit experience and preparation of financial statements
- Highly developed system skills including financial spreadsheets, databases, information management systems, corporate systems, and the ability to learn those unique to Council.
- Ability to manage and prioritise competing requirements, demonstrating flexibility and initiative to meet key deliverables.
- Demonstrated ability to drive learning and development and process improvement.
- Aptitude and attitude to grasp new concepts/systems quickly.
- Ability to demonstrate and display the Hepburn Shire Council values - accountability, respect, excellence, trust and fun.

Desirable

- Relevant experience within a local government environment would be highly regarded.

OTHER REQUIREMENTS

- Maintain a satisfactory National Criminal History Check.
- Working with Children Check (*if required*)
- A current Australian Drivers Licence (*if required*)

APPROVAL

Approved by (Department)	
Reviewed by (P&C)	
Date	
Employee Acceptance	Your signature indicates your understanding, agreement and approval of the position description. This position description is current at the date of issue and subject to the review at least annually, in consultation with the employee.
Name	
Signature	
Date	

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling - above 5 kg below 10 kg				✓

Manual handling - above 10 kg				✓
Manual handling – lifting above shoulder				✓
Working with arms above head				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles / operating plant			✓	
Using a keyboard	✓			
Writing by hand			✓	
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)			✓	
Other _____				