

POSITION DESCRIPTION

POSITION TITLE	Manager Financial Services
DIRECTORATE - SECTION	Corporate Services – Financial Services
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Director Financial Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

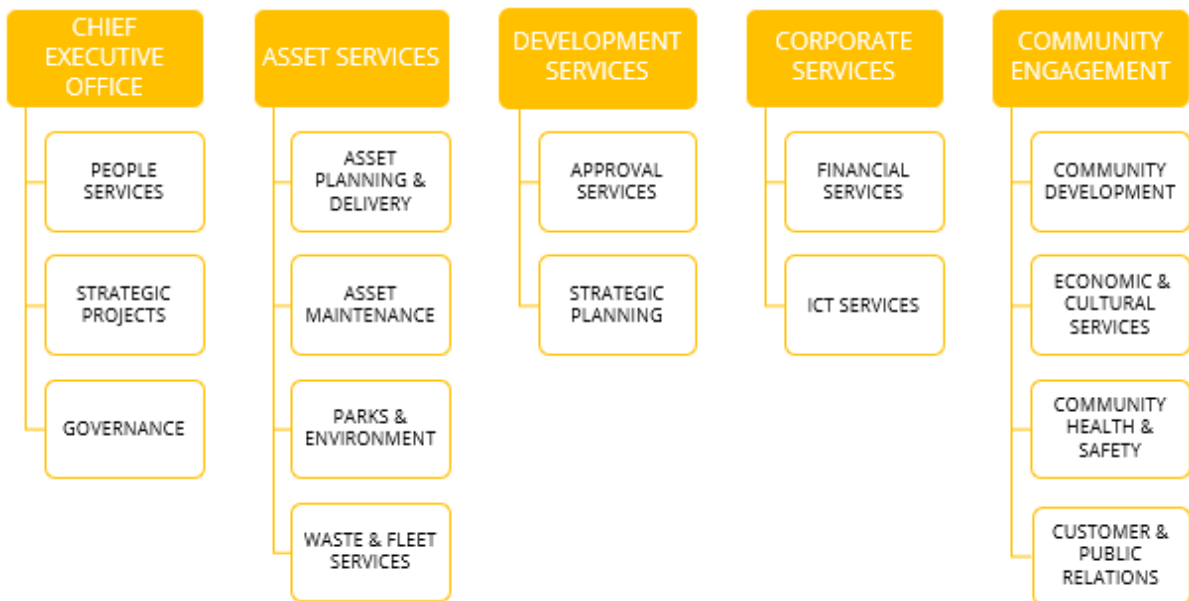
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To ensure that the City's finances are managed sustainably and that all legislative requirements are met. To provide strategic leadership and direction to the Financial Services business unit and maintain strong relationships with key stakeholders. To ensure that the City's Risks are managed and reported to reduce risk exposure to the City.

KEY RESULT AREAS

CONTRIBUTES TO AND IMPLEMENTS STRATEGY

- Provide a Financial Service to the City ensuring the City's finances are managed sustainably and that all legislative requirements are met.
- Provide strategic leadership and direction to the Financial Services business unit and maintain strong relationships with key stakeholders.
- Ensure that the City's procurement and insurance functions deliver optimal outcomes to the City.
- Informs strategy development by identifying gaps in current delivery or evidence.
- Encourages self and others to think about organisation long term potential.
- Implements Council's Risk Management Policy to address strategic, operational and legislative compliance risks and hazards.
- Translates an understanding of the complex and diverse threats and issues facing City into positive action.

DELIVERS RESULTS THROUGH HIGH PERFORMING TEAMS

- Translates & communicates the City's vision, values and direction into practical and tangible plans for own team or delivery partners and the delivery of service.
- Establishes high quality product and customer service standards & holds self and other team members accountable for achieving results.
- Treats employees fairly by applying consistent management principles and values the well-being of self and others through managing stress levels and work-life balance.
- Delivers planned outcomes within budget.
- Takes decisive action on mediocrity or poor performance.

MANAGES INNOVATION AND CULTURAL TRANSFORMATION

- Recognises their role in knowledge sharing, in highlighting and sharing good practice from within the team. Actively challenges the status quo to find new ways of doing things, looking for best practice.
- Identifies opportunities to minimise duplication and delivers shared goal by actively engaging partners and ensuring that the team build relationships that support City of Kalamunda objectives.
- Prepares in advance for changes, so avoidable problems can be foreseen.

CONNECTS THEIR TEAM TO OTHERS AND THE COMMUNITY

- Consistently takes account of the wider implications of the team's actions for the City of Kalamunda
- Takes account of a wide range of internal & external partner needs to inform team's work.
- Identifies and consults with sponsors or stakeholders in planning work.

DEMONSTRATES BEST PRACTICE, PERSONAL INTEGRITY AND SELF-AWARENESS

- Is politically savvy – approaches all situations with a clear perception of the political context and reality.
- Recognises the need for continuous learning and acts as a role model in pursuing this.
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively.
- Acts with integrity by being aware of own behaviour and managing it to have the best possible impact on the behaviour of others.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Possession of a tertiary qualification in Accounting.

SELECTION CRITERIA

1. Demonstrated Managerial experience within a financial services accounting environment, including local government experience.
2. Demonstrated experience in managing the development and monitoring processes associated with budgeting for a multi-disciplinary public sector organisation.
3. Extensive technical experience in financial and management accounting as well as extensive knowledge of accounting standards and the provisions of the Local Government Act.
4. Extensive experience in managing investment policy, interpreting legislative requirements and monitoring the financial external environment to ensure the City's financial and compliance risk exposure is minimised.
5. Demonstrated ability to develop business plans, produce financial reports, develop and maintain financial systems and processes that meet the needs of the City.
6. Experience in identifying performance measures to monitor the achievement of business unit objectives.
7. Proactive and innovative management of multidisciplinary and complex services, facilities and projects in a corporate service environment.
8. Possession of a tertiary qualification in Accounting with eligibility for membership to the Institute of Chartered Accountants, Certified Public Accountants Australia, or an allied professional association.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY:

DATE PD REVIEWED/APPROVED: [Click or tap to enter a date.](#)
