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| Position Description  **CHIEF FINANCIAL OFFICER** |  |

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| **Directorate** | **Executive Office** |
| **Reports to** | **General Manager / CEO** |
| **Position Code** | **CFO2** |
| **Classification** | **Band 4 Level 4, negotiable** |
| **Status** | **Permanent (35 hours per week) – option of hybrid working conditions** |
| **Other conditions & benefits** | **Council accommodation & and the opportunity for a leaseback motor vehicle (both incl. in TRP)** |
| **Pre-employment checks/legislative requirements** | **Qualifications, Police and Medical Checks.** |
| **Location** | **70 Market Street Balranald, NSW** |
| **Date position description approved** | **27 May 2024, Revised 21 May 2025** |

# **Council overview**

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1-hour drive from the regional city of Swan Hill and 1¾ hours’ drive from Mildura.

Mildura has airlines offering flights to and from Sydney, Melbourne, the Gold Coast and the Sunshine Coast. Balranald is well located to take advantage of these flights.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

# **Council values**

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

# **Primary purpose of the position**

The purpose of this role is to be a key member of the executive team leading the organisation in the promotion and delivery of financial management through the development and implementation of strategies and resources to sustainably deliver Council’s strategic objectives.

Key accountabilities

1. Provide executive-level support to the General Manager (CEO) and Council.
2. Actively participate in the organisation’s strategic planning, including its IP&R obligations with primary accountability for all strategic financial planning.
3. Be a active and constructive member of the Executive Leadership Team.
4. Perform the functions and responsibilities of the Responsible Accounting Officer as defined in the NSW Local Government (General) Regulation 2021 including financial statements, annual Local Government Grants Commission returns and operating statements.
5. Manage Council’s investments to maximise investment return within acceptable risk management policies.
6. Oversee all aspects of the annual budgeting process.
7. Prepare and monitor Council’s Revenue Policy to ensure legislative compliance.
8. Implement financial management policies that underpin sustainable long-term financial health and review performance to manage the organisation both now and in the future.
9. Oversee the investment of Council’s funds in accordance with Council’s Investment Policy and industry guidelines to ensure maximum return on investment in a fiscally responsible manner.
10. Oversee Council’s obligations and prepare statutory returns for Fringe Benefits and Goods and Services Tax.
11. Prepare well considered reports for the General Manager and the ELT and report financial performance to Council, the Community, Government Agencies and other parties and make presentations as required.
12. Oversee all assigned contracts and their contract administration.
13. Coordinate and liaise with Council’s External Auditor to ensure audit plans are delivered in an accurate and timely manner.
14. Support and advise the Audit, Risk and Improvement Committee as required.
15. Provide leadership, mentorship, coaching, direction and management to the finance and accounting team.
16. Achieve day to day performance goals by supporting, encouraging and expanding teamwork and the capabilities of team members.
17. Actively promote financial literacy and acumen throughout the organisation and apply strong internal controls that comply with codes of practice to secure probity in all areas of financial management.
18. Establish and maintain effective professional relationships with all relevant internal and external partners and stakeholders.
19. Ensure active involvement in the identification and implementation of continuous improvement initiatives to ensure the provision of best practice service to the community.
20. Role model Council’s Values and the provision of excellent internal and external customer service.
21. Attend Council Meetings, Workshops, Forums and other meetings as required.
22. Additional duties as required within the limits of the employee’s skill, competence and training.

Key challenges & complexities

1. Lead and direct the Finance function of Council to ensure it is resourced and fit for purpose.
2. Lead the organisation in the promotion and delivery of good financial management so Community funds are always safeguarded and used appropriately, economically, efficiently and effectively.
3. Actively involved in and influence on all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered and aligned with Council’s financial strategy.

# **Key relationships**

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| **Internal** | **Why** |
| Employees, Coordinators, Directors | The position is required to provide decisions which typically span across the whole organisation. |
| **External** | **Why** |
| Residents and ratepayers, Government Agencies | The position contributes to the organisation’s overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council. |

# **Autonomy and Decision Making**

The role requires the employee manage major sections of Council and act as the most senior subject-matter-expert. Significant judgement and independent research may be required when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with General Manager and/or elected Council. Please see delegations list for full description of authority.

Code of Conduct, Policies, Protocols and Procedures

All employees must adhere to Council’s Code of Conduct, Policies and Procedures.

# **Fraud and Corruption Prevention**

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

# **WHS & Risk Responsibilities**

* Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
* Maintain a safe work environment in accordance with Balranald Shire Council’s Workplace, Health and Safety Policies and Procedures.
* Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
* Actively participate in the rehabilitation of employees injured at work.
* Participate in mandatory Health and Safety training sessions.
* Identify, analyse and treat hazards in the workplace.
* Be responsible and accountable for taking practical steps to minimise Council’s exposure to risk in so far as it reasonably practicable.
* Understand and adhere to the principles of Risk Management relevant to the job role.
* Provide input into various risk management activities.
* Report all emerging risks, issues and incidents.

# **Selection Criteria**

# **Essential Experience and Qualifications**

* Bachelor’s degree in Accounting, Business or Finance.
* Minimum five years’ experience in Leadership and Management with demonstrated skills in leading, facilitating and motivating from a corporate perspective.
* Minimum of ten years’ experience actively involved in the maintaining of financial records, preparation of annual statements, preparation of budgets and long-term financial plans.
* Strong working knowledge and understanding of the application of the Local Government Act, Local Government Financial Regulations and Australian Accounting Standards.
* Demonstrated ability to lead a high performing and collaborative team committed to the delivery of high-quality outcomes and exceptional customer service.
* Highly developed interpersonal and written communication skills including demonstrated ability to prepare well considered, accurate and timely reports.
* Demonstrated commitment to the provision of excellent customer service to both internal and external stakeholders.
* Previous experience in the development of critical, long-term strategies, plans and systems.
* Class C Driver’s licence.

# **Desirable Requirements**

* CPA accreditation and/or post-graduate financial management qualifications.
* Experience in the use of Practical financial management system.
* Leadership experience in local government or other public sector organisation.

# **Acceptance of Position**

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature: Date:

# **Attachments:**

* Local Government Capability Framework

Attachment 1

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework | | |
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| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Advanced |
| Display Resilience and Adaptability | Adept |
| Act with Integrity | Adept |
| **Demonstrate Accountability** | **Highly Advanced** |
| **Relationships** | Communicate and Engage | Adept |
| Community and Customer Focus | Advanced |
| **Work Collaboratively** | **Highly Advanced** |
| Influence and Negotiate | Adept |
| **Results** | Plan and Prioritise | Adept |
| Think and Solve Problems | Advanced |
| Create and Innovate | Adept |
| **Deliver Results** | **Highly Advanced** |
| **Resources** | **Finance** | **Highly Advanced** |
| Assets and Tools | Adept |
| Technology and Information | Adept |
| Procurement and Contracts | Highly Advanced |
| **Workforce Leadership** | **Manage and Develop People** | **Highly Advanced** |
| Inspire Direction and Purpose | Advanced |
| Optimise Workforce Contribution | Advanced |
| Lead and Manage Change | Advanced |

# Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes** Demonstrate Accountability | Advanced | * Is prepared to make decisions involving tough choices and weighing of risks * Addresses situations before they become crises and identifies measures to avoid recurrence * Takes responsibility for outcomes, including mistakes and failures * Coaches team members to take responsibility for addressing and resolving challenging situations * Oversees implementation of safe work practices and the risk management framework |
| **Relationships** Work Collaboratively | Adept | * Contributes to a culture of respect and understanding in the organisation * Creates an atmosphere of trust and mutual respect within the team * Builds cooperation and overcomes barriers to sharing across teams/units * Relates well to people at all levels and develops respectful working relationships across the organisation * Identifies opportunities to work together with other teams/units * Acts as a resource for other teams/units on complex or technical matters |
| **Results** Plan and Prioritise | Adept | * Consults on and delivers team/unit goals and plans, with clear performance measures * Takes into account organisational objectives when setting and reviewing team priorities and projects * Scopes and manages projects effectively, including budgets, resources and timelines * Manages risks effectively, minimising the impacts of variances from project plans * Monitors progress, makes adjustments, and evaluates outcomes to inform future planning |
| **Resources** Technology and Information | Adept | * Selects appropriate technologies for projects and tasks * Identifies ways to leverage the value of technology to achieve outcomes * Ensures team understands their obligations to use technology appropriately * Ensures team understands obligations to comply with records, information and knowledge management requirements |
| **Workforce Leadership** Lead and Manage Change | Advanced | * Translates change initiatives into practical strategies, including the role of staff in implementing them * Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders * Develops appropriate approaches to involve staff and stakeholders at various stages of the project * Implements structured processes to manage structural, system, process and cultural barriers to change * Provides coaching and leadership in times of uncertainty and difficulty for staff |