



HUMAN RESOURCES

Job Description

Version Number
Issued
Last Review
Next Review
GDS 12.62

4
1 July 2016
January 2020
January 2022
Page 1

SCHEDULE 1 – POSITION DESCRIPTION

Position: Director – Finance and Administration
Reports to: Chief Executive Officer
Number of Direct Reports: 4 + Pool Supervisors
Incumbent:
Effective Date:

Position Objectives	Key Result Areas
<ul style="list-style-type: none"> • The Director – Finance and Administration is responsible to the CEO for the proper management of all Council activities delegated by the CEO, and is to conduct the general business of the Council in accordance with Acts, Regulations and / or By-laws made for the governance of the Council District. • The Director – Finance and Administration is to act as line manager for swimming pool operations (seasonal) and the Flinders Ranges Visitor Information Centre. • Take lead role in sourcing grants and administration of reporting and acquittal of grants. • With the CEO, the Director – Finance and Administration is responsible for formulating, implementing and reviewing Council policies and ensuring all policies are in compliance with all statutory requirements. • The Director – Finance and Administration works with the CEO to ensure Council meets its legal obligations to its workforce, and to provide management of the systems implemented to meet Council's obligations as an employer and in compliance with the requirements of the legislation and the requirements of the Local Government Association Workers Compensation Scheme. • The Director – Finance and Administration is responsible for development of Annual Business Plans, Budgets, Long Term Financial Reports, Infrastructure & Asset Management Plans and monitoring performance against same (including treasury management) and reporting to Council on a monthly basis and producing the Annual & Financial Reports. • Manage and develop Council's IT system under the direction of the CEO. 	<p>Leadership and Management</p> <p>Community Development Programs</p> <p>Community Development programs</p> <p>Economic Development</p> <p>Worksafe and workplace relations</p> <p>Financial Management</p> <p>IT Systems</p>



HUMAN RESOURCES

Job Description

Version Number	4
Issued	1 July 2016
Last Review	January 2020
Next Review	January 2022
GDS 12.62	Page 2

Key Result Areas	Key Tasks	Performance Indicators
LEADERSHIP AND MANAGEMENT	<p>Lead, control and take responsibility for the financial management of Council operations as provided for in the Local Government (Financial Management) Regulations 2011, which includes:</p> <ul style="list-style-type: none"> ▪ ensuring that the policies and lawful decisions of the Council are implemented in a timely and efficient manner; ▪ providing advice and reports to the CEO on the exercise and performance of its powers and functions under the Local Government Act 1999 or any other Act; ▪ co-ordinating proposals for consideration by the CEO for developing objectives, policies and programs for the area; ▪ providing information to the CEO to assist the CEO to assess performance against its strategic management plans; ▪ ensuring that the assets and resources of the Council are properly managed and maintained; ▪ ensuring that records required under the Local Government Act 1999 or another Act are properly kept and maintained; 	<ul style="list-style-type: none"> • Effective and lawful policies implemented • High level strategic advice • Informative and accurate reports on all aspects of Council operations, • including economic, community, social and management matters • Strategic objectives, plans, programs and policies initiated, proposed, developed, implemented and evaluated • High level, cost efficient asset management • Buildings and facilities well maintained and operating efficiently • Accurate and relevant record keeping and maintenance • Effective oversighting of staff exercising their delegations as provided for under the LG Act
	<p>Take responsibility for the cost effective management of Council's financial planning process. Monitor, review and report on Council assets, resources, investments, grant allocations, and all committed expenditures (actual expenditure) against approved budgets.</p>	<p>Responsible financial planning processes, including forecasting, monitoring, investment portfolio achievements, and committed expenditures</p> <p>Financial reports are accurate and timely</p>
	<p>Ensure the effective implementation of enterprise agreement strategies and commitments impacting on Council staff.</p>	<p>Enterprise agreement initiatives progressed and operating effectively</p>

Key Result Areas	Key Tasks	Performance Indicators
COMMUNITY DEVELOPMENT	<p>Assist with the identification of sources of external funding and the preparation of submissions. Responsible for administration and acquittal of successful grants</p>	<p>Strong relationships and networks developed</p> <p>Grants and funds accessed</p>
	<p>Assist with the development of tenders. Contribute to the evaluation of the performance of external service providers and contractors. Report on contract outcomes.</p>	<p>High levels of consultation, resulting in community awareness and wide community participation</p>
	<p>Line manage the Flinders Ranges Visitor Information Centre (FRVIC) and swimming pools (seasonal)</p>	<p>Operational excellence of FRVIC & swimming pools</p>



HUMAN RESOURCES

Job Description

Version Number	4
Issued	1 July 2016
Last Review	January 2020
Next Review	January 2022
GDS 12.62	Page 3

Key Result Areas	Key Tasks	Performance Indicators
<p>ECONOMIC DEVELOPMENT</p>	<p>Assist the CEO to Implement, further develop and review a strategic plan that provides a strong focus on economic development for the region, both the natural and built environment, ensuring appropriate planning principles and controls are in place.</p> <p>Establish effective relationships with key stakeholders. Liaise and / or negotiate with external bodies and sources. Develop positive responses to the economic and social issues of strategic importance to the future development of the region.</p> <p>Research and monitor the town's economic and business base. Identify strategies for development of the economic base, investment attraction and trade promotions.</p> <p>Identify private sector interests, Government programs and funding sources with capability to facilitate development of the region. Prepare submissions, receive, allocate and monitor grant expenditure.</p> <p>Plan, develop and implement a range of responsive, relevant and cost-effective special projects related to the Strategic and Corporate Plans. Plan and undertake research, evaluation and community consultation. Report on outcomes and achievements and make recommendations to Council.</p>	<p>Plans reflect relevant and appropriate strategic focus</p> <p>Effective responses to community issues, trends and needs</p> <p>All relevant stakeholders involved</p> <p>Funds accessed successfully</p> <p>High levels of community awareness of Council plans and direction</p> <p>Effective consultative policies implemented</p> <p>Cost effective and timely project management</p> <p>Projects steered with direction and effective outcomes achieved</p> <p>Research is comprehensive and relevant</p>



HUMAN RESOURCES

Job Description

Version Number	4
Issued	1 July 2016
Last Review	January 2020
Next Review	January 2022
GDS 12.62	Page 4

Key Result Areas	Key Tasks	Performance Indicators
FINANCIAL MANAGEMENT	<p>Preparation of Annual Business Plan, Budget, Long Term Financial Plan and Infrastructure and Asset Management Plan on an annual basis and statutory review of same</p> <p>Preparation of Annual Report and Financial Report</p> <p>Liaising with Council's auditor and Audit Committee</p> <p>Monitor the financial performance of the Council, ensuring effective financial control and implementation of the approved Annual Business Plan and Budget</p> <p>Treasury management including optimisation of investments and loans</p> <p>Oversee accounting operations including payroll, debtors, creditors, rates and general ledger ensuring all statutory reporting requirements are completed on time.</p> <p>Prepare monthly Council agenda report</p>	<p>Completion of plans with statutory timeframes and within Council's financial capacity</p> <p>Completion of statutory compliant reports which are not qualified by Council's auditor</p> <p>Completion of all budget works and services on time and within budget</p> <p>Council's cash flow maintained at the highest level with investment income maximised</p> <p>Accurate, balanced and up to date accounting records and databases</p> <p>Accurate and succinct reporting to Council on time</p>
Key Result Areas	Key Tasks	Performance Indicators
IT SYSTEMS	<p>Manage and develop Council's IT system including hardware and software including liaising with LG Systems Inc. in regard to corporate software development</p> <p>Manage and develop Council's website</p>	<p>Efficient and effective operation of Council's IT systems and networks with minimal downtime and failsafe backups</p> <p>Continuously update Council's website to ensure the content is accurate and informative and presented effectively</p>



HUMAN RESOURCES

Job Description

Version Number
Issued
Last Review
Next Review
GDS 12.62

4
1 July 2016
January 2020
January 2022
Page 5

Person Specification	
Qualifications	* Tertiary qualification in Accounting, Finance, or other relevant field, preferred
Knowledge	<p>* Detailed knowledge of the Local Government Act 1999 and Regulations</p> <p>* Comprehensive knowledge of commercial, business, tourism and other community services, policies and practices</p> <p>* Sound knowledge of local Government's role in the provision of community service programs</p> <p>* Sound knowledge of strategic and business planning process, budgetary process and performance measurement</p> <p>* Good understanding of economic and community development principles</p> <p>* Good knowledge of quality management and best practice principles including reporting</p> <p>* Good knowledge of employment legislation, Awards, Council HR and Administration policies and enterprise agreements</p> <p>* Good knowledge of computer based systems and utilising IT facilities, including the Internet</p> <p>* Good knowledge of the roles and relationships between Council, staff and the community</p> <p>* Good understanding of the needs and expectations of rural communities</p> <p>* Sound working knowledge or ability to acquire knowledge of accounting standards and guidelines applicable to Local Government</p> <p>Legislation includes:</p> <p>Local Government Act 1999 and Regulations</p> <p>All legislation relevant to Local Government and the position</p>
Skills	<p>* High level of decision making, analytical skills and conceptual thinking. Ability to make sound judgements, recommendations and devise innovative solutions, and ability to follow through with their implementation</p> <p>* High level numeracy abilities</p> <p>* High level of ability in relation to computer systems and programs</p> <p>* Organisation skills, including time management, prioritisation and the ability to delegate effectively</p> <p>* High degree of oral communication skills, in particular consultation, negotiation, conflict resolution, counselling, coaching and information sharing</p> <p>* Effective written communication skills - plans, reports, policies and correspondence are clear, concise and provide relevant detail</p>
Experience	<p>* Extensive experience and demonstrated success in initiating and managing projects, negotiating with the private sector and Government agencies</p> <p>* Extensive "hands on" experience in a finance role, particularly in development of strategic planning and policy in the areas of economic and community development in the public and/or private sector</p> <p>* Experience in identifying and negotiating joint ventures and developing strategic alliances to achieve outcomes</p> <p>* Local Government management experience highly regarded</p>
Personal Attributes	<p>* Ability to foster, encourage and develop a participative employee relations environment</p> <p>* Demonstrates a high level of interpersonal skills and work ethics, including motivation and enthusiasm; commitment to professionalism</p> <p>* flexibility and adaptability to a changing and dynamic environment</p> <p>* positive relationships with Staff and Elected Members</p> <p>* strong commitment to, and focus on, customer service</p> <p>* team oriented</p> <p>* strong sense of social justice and sound social values</p> <p>* community focussed and active in community</p>

Delegation and Authority	As provided for in the Local Government Act 1999 and Council's Delegations.
Job Requirements Training WHS	<p>Intrastate travel required. Some interstate travel may be required to attend relevant seminars / conferences. Current drivers licence, essential. Attendance at Council meetings.</p> <p>Attend conferences, seminars and training courses to maintain strong and effective networks and competencies.</p> <p>Ensure self and all staff comply with Health, Work and Safety legislation, regulations, practices, and standards. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation / resolution.</p>

Signed: _____ (Director – Finance and Administration)/...../.....

Approved By: _____ (Chief Executive Officer)/...../.....