

## Position description

<b>Title:</b>	<b>Financial Controller</b>	<b>Position Number</b>	<b>2009</b>
<b>Classification:</b>	Executive Manager		
<b>Hub:</b>	Corporate	<b>Program Area:</b>	Finance
<b>Reports to:</b>	Executive Manager Finance		
<b>Direct Reports:</b>	Manager Accounting Services, Manager Financial Services		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

To ensure the City of Darwin is a high performing capital city valued by its community. The main objective of this role is to provide financial oversight, leadership and guidance overseeing the process and inputs into the annual financial report, budgetary and forecasting process, general ledger, assets, and compliance.

## Key result areas

### Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.



### Service delivery

#### Leadership / Management

- Foster an environment and organisational culture which encourages and enables change, innovation and improvement to deliver CoD Strategic directions, community expectations and staff performance and satisfaction
- Provide specialist professional and technical expertise, advice and support to the CEO, General Managers and other stakeholders in relation to statutory obligations and governing instruments oversight, management and compliance.
- actively participate in leadership meetings and associated requirements of this management level function.
- Provide timely financial monitoring, analysis and recommendations in alignment with strategy, programs and related program budgets
- Monitor internal and external environments to identify potential risks and opportunities.

#### Customers / Stakeholders

- Prepare for and attend meetings of Council, Committees and other meetings as required by the Executive
- Assist with prompt and effective implementation of the Council and other operational decisions and ensure that all reports are well researched and structured and are provided in a timely and accurate manner.
- Establish and maintain links with appropriate community groups relevant to the activities of the Program Area.
- Ensure the Customer First Strategy is adopted by all program areas where relevant

#### Compliance

- Ensure and maintain legislative compliance for CoD across all relevant legislation



- Assist with the development, implementation and maintenance of policies and procedures to effectively support the team deliverables to ensure compliance with legislative and other operating requirements
- Actively support internal and external auditing programs

## **Operations**

### Financial Management

- Responsible for the oversight and delivery of CoDs Annual Financial Statements.
- Provide specialist professional and technical expertise, advice and support to the business to achieve financial oversight, management and compliance.
- Oversee the balance sheet integrity through the review of balance sheet accounts and sub-ledgers as required.
- Oversee the preparation of CoDs monthly financial reports within month end timeframes, including supporting analysis reports and commentary as required.
- Oversee the timely and accurate completion of Financial Year End processes including additional balance sheet restatement and presentation requirements to ensure compliance. Coordinate, maintain and provide the underlying inputs and worksheets to support the draft Long Term Financial plan on a periodic basis.

### Budgeting and Forecasting

- Responsible for the coordination of delivery of CoDs Annual Budgetary Process, reporting and re-forecasting requirements.
- Coordinate and prepare budget reviews, variations and monitoring report requirements.
- Prepare and deliver budgetary and financial planning analysis and presentations.
- Review and deliver the organisational payroll budget.
- Provide departmental assistance and advice in relation to budgetary process, review and analysis.

### Assets, Borrowings and Investments (Treasury)

- Work with the Technical Services Section to coordinate and report against the long term capital works programs and forecasts.
- Oversee and review, the timely and accurate classification and recording of CoDs Non-Current/Capital Assets, including Annual Report asset information requirements.
- Oversee and review CoDs Asset Register as required.
- Compile and provide timely and accurate capital expenditure monitoring and reporting.
- Proactively maintain and oversee the management of CoDs investments, liquidity and general treasury functions in accordance with relevant policies and legislation.

### Taxation and Compliance

- Compile and oversee the timely and accurate filing of statutory reports, including but not limited to: grant acquittals; ATO reporting, taxation/GST/FBT requirements, statistical returns, annual returns..



- Assist with the development and implementation of appropriate policies and procedures to effectively manage CoDs Finance Function and ensure compliance with legislative requirements.
- Assist with the monitoring and analysis of financial information to ensure compliance with CoD budgets, strategic objectives, long term financial plans and other project initiatives.

#### Corporate Systems

- Responsible for the oversight, review and enhancement of Corporate Finance Information Technology & Communication (ITC) Systems and Corporate Finance business process systems.
- Lead and foster a culture of continuous improvement and development Corporate Finance Systems, including but not limited to: Civica/Authority (ERP), rating and debtor management, budget/forecasting, asset, reporting systems.
- Implement and monitor internal controls to ensure they are adequate to maintain integrity and transparency around financial processes and systems.
- Identify, investigate, monitor and report limitations or constraints within CoDs financial systems.
- Provide training , as required, to users of finance functions within CoDs ERP and other associated financial systems and applications.

#### General

- Generate financial and management reports and provide insightful and timely commentary and advice as required
- Participate in inter-department and industry forums and working groups, and disseminate this information to broader team.
- Undertake and participate in other tasks and duties as required.

### **Team support (people and capability)**

- Maintain a performance-based culture ensuring probation reviews and performance reviews are completed as due and poor performance is managed in accordance with the stipulated guidelines for all direct reports.
- Lead by example and maintain program compliance with all Human Resources policies, procedures, and practices to ensure appropriate, fair, and equitable people management is always maintained.
- Lead, coordinate and manage HR activities for your team to ensure an effective and standardised approach to recruitment, onboarding, payroll, training, and performance management.
- Effectively manage employee relations issues within your section and seek advice from the Human Resources team as needed.
- Ensure that the accountabilities of staff are clearly defined and appropriately communicated and that systems are in place to monitor and report on performance within all areas of responsibility against agreed plans, objectives, and budgetary requirements.

### **Workplace health and safety**



- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

### Position prerequisites

- A Tertiary qualification (Bachelor / Degree) in Accounting or a similar discipline
- A professional accountancy qualification, either CPA or CA.
- A minimum of seven (7 years) experience in a similar role.
- National Criminal History Check
- Drivers Licence

APPROVED BY: \_\_\_\_\_ *I.Frazis* \_\_\_\_\_

Date: 21/06/2024 \_\_\_\_\_

Executive Manager Finance

### Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

