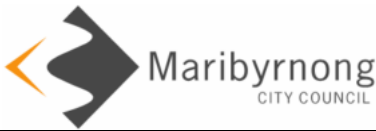


Position Description



POSITION TITLE:	Team Leader Financial Services
POSITION NO:	2139.1
DIRECTORATE:	Corporate Services
DEPARTMENT:	Finance
SECTION:	Financial Accounting
CLASSIFICATION:	Band 7
LOCATION:	Municipal Offices
POSITION STATUS	Full Time - Permanent
DATE:	April 2025

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Financial Accounting
Supervises:	Financial Services Officer, Purchasing Officer, Accounts Payable Officers (3)
Internal Liaisons:	All levels of management and Council employees.
External Liaisons:	Office of Local Government, Auditor General, Australian Taxation Office, Victorian Grants Commission, banking institutions, computing firms, finance professionals, other municipalities and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council’s values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

To lead the Financial Accounting unit in daily activities and provide high level strategic and operational financial services advice, assistance and statutory reporting services.

Ensure all reporting obligations for financial accounting including Goods and Services Tax (GST), Fringe Benefits Tax (FBT), Developer Contribution Plans (DCP) reporting are completed and ready for submission.

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DUTIES AND RESPONSIBILITIES

Responsibilities of the position include but are not limited to:

Reporting

- Coordinate the completion of the annual and quarterly Financial Statements within the required timelines.
- Prepare the following in accordance to best practice and in a timely manner:
 - financial data for the Annual Report.
 - Annual Victorian Grants Commission return.
 - taxation returns (GST, FBT)
 - other associated financial reports required by management (e.g. Loan Borrowings, ABS etc).
- Prepare the timetable for the Financial Statements in consultation with the Coordinator Financial Accounting.
- Ensure compliance with State and Federal Government acquittal and legislative financial requirements.

Financial Management

- Interpret and ensure adherence to relevant accounting standards and legislation applicable to Financial management practices.
- Develop policy and procedures in consultation with the Coordinator Financial Accounting to ensure that Council's internal control functions are relevant and up to date.
- Ensure all required monthly general ledger and rating reconciliations are completed and any adjustments promptly processed.
- Coordinate the ongoing maintenance, structure and data integrity of the general ledger and Rating system as the basis of all financial information.
- Assist to ensure Council assets are properly recorded and valued in line with statutory and accounting requirements.
- Provide timely information or advice on financial/accounting issues.
- Continually monitor industry to identify best practice and improvement opportunities.
- Ensure the treasury (banking and investment) processes in order to maximise interest returns on idle cash.
- Assist with the asset accounting function (Capital Value register), treasury function, balance sheet reconciliations and year end disclosure requirements.
- Prepare and provide supporting documentation promptly for internal and external audits.

Accounts Payable/Purchasing/Accounts Receivable/Treasury

- Coordinate the administration of the accounts payable/ purchasing, treasury and Accounts Receivable functions.
- Implement the ongoing training and systems improvement in conjunction with the Coordinator Financial Accounting.
- Ensure reporting requirements relating to Accounts Payable/Receivable and Purchasing are accurate and on time. Develop effective two-way communication lines with staff.
- Oversee the timely processing of invoices (accounts payable and receivable), and the Online requisitioning (Purchasing) process and ensuring and the use of Purchase Orders and goods receipting.
- Coordinate, review and approve all balance sheet reconciliations.

Developer Contribution Plans (DCP)

- Develop, maintain and improve Council's DCP operating policies and processes in-line with industry direction, legislation, best practice and Council's business practices.

Position Description



- Maintain an up to date financial records for development contribution register including the annual indexation of the DCP's.
- Work with other departments to maintain up to date information on Council Website for DCPs.
- Establish and facilitate cross-organisational governance for Council's infrastructure contribution mechanisms, with a focus on DCPs. This includes regulatory and internal reporting to Council and the Executive Management Team as required.
- Create and implement a staff capacity building program which shares knowledge and enables integrated processes and practices for operating Council's infrastructure contribution mechanisms, with a focus on DCPs.
- Manage records and undertake all tasks for DCP infrastructure and income. This includes:
 - Raising payment request in lines with procedures.
 - Reconciling and forecasting contribution cash flows.
 - Identifying and tracking contribution bad debts.
 - Tracking DCP infrastructure works status and completion.
 - Creating and lodging reports for legislative compliance and in-house reporting.
 - Reviewing development growth projections.
 - Preparing and posting journals for the prepaid and accrued income.
- Support the operation of Council's DCPs. This involves:
 - Engaging in dialogue with government departments, other councils, infrastructure authorities, developers and their consultants.
 - Determining contributions payable and in-kind works.
 - Enforcement and debt recovery actions.
- Work with other departments to promote the inclusion of the DCP projects in capital works program.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Participate in the development of Council's policies and procedures within area of expertise and/or management relevant to the role. Accountable for the quality and effect of the work on policies developed.
- Act within clear policies, objectives and budgets, and regularly report to coordinator on decision making, particularly when having a significant effect on Council's programs or projects and respective public perception.

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- Maintain and improve standards of work specific to the role and responsibilities. This includes:
 - Provision of timely specialist financial accounting advice and assistance to internal and external stakeholders.
 - Delivery and presentation of accurate reports, returns or information on Council's financial affairs within agreed timetable.
 - Developing draft policy and procedures for consideration by the Coordinator Financial Accounting, Manager Finance Director Corporate Services;
 - Provision of leadership and development of the Financial Services team;
 - Maintaining an up to date knowledge of related legislation and Australian Accounting Standards;
 - Delivery of contracted goods and services within Council's Purchasing and Procurement Policy, Contract Management Guidelines and Instrument of Delegation;

JUDGEMENT AND DECISION MAKING

- Exercise judgement and autonomy to make decisions and resolve problems. Decision making is based on specialised methods, procedures and processes developed from theory or precedent.
- Guidance by the Coordinator Financial Accounting is not always available within the organisation and may require pursuit of external resources.
- Ability to improve or develop methods, procedures and processes relevant to the role, identifying and analysing a wide range of options prior to making a recommendation.
- Exercise discretion and confidentiality as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Strong understanding and experience in interpreting and applying relevant Australian Accounting Standards, Local, State and Federal Government legislation, Acts and regulations relevant to the role.
- Demonstrated ability to use Word, Excel, Outlook, Budgeting applications, mainframe accounting systems (Authority experience desirable).
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.
- Ability to develop, implement and maintain project briefs and budgets and knowledge of relevant financial and accounting procedures.
- Ability to develop, interpret and implement policies.
- Demonstrated numeracy skills, with the ability to understand and use complex formulas to present the finance information in a simple format to management and staff.

MANAGEMENT SKILLS

- Ability to set priorities, manage time, plan and organise own work and when required, and where appropriate, the work of any direct reports, to achieve team and organisational objectives within a set timeframe, despite conflicting pressures.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, Recruitment, L&D etc.
- Leadership, supervisory and motivational skills to support other employees and provide on the job training and guidance.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to the team of their long term goals and their alignment with Council's objectives.
- Ability to be flexible and responsive to meet the changing priorities of the organisation and the community.
- Manage resources efficiently and effectively to meet deadlines within a set timetable despite conflicting pressures.

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INTERPERSONAL SKILLS

- Ability to negotiate and gain trust, cooperation and assistance from internal and external stakeholders when required.
- Motivational and training and development skills to support other employees.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve specialist and intra- organisational problems.
- Strong written and verbal communication skills including the ability to make public presentations, write concise and detailed reports, proposals and submission to government and other external bodies.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.

QUALIFICATIONS AND EXPERIENCE

Tertiary qualification in Accounting with extensive practical financial accounting experience in a medium to large organisation.

Professional membership of Australian Society of Certified Practicing Accountants or Chartered Accountants Australia.

Previous Local government experience would be an advantage.

KEY SELECTION CRITERIA

- Tertiary qualification in Accounting with extensive practical financial accounting experience in a medium to large organisation.
- Professional membership of Australian Society of Certified Practicing Accountants or Chartered Accountants Australia.
- Strong understanding and experience in interpreting and applying relevant Australian Accounting Standards and Regulations.
- Demonstrated understanding of requirements and mechanisms needed to create and operate development contribution mechanisms (including managing accounting requirements).
- Proven ability to lead, motivate and develop a high performing team.
- Substantial experience in preparing the financial statements.
- Substantial experience in developing and implementing financial accounting policies, procedures and standards.
- Strong verbal and written communications skills to liaise effectively with management, staff external providers and clients.
- Advanced skills in problem solving and conflict resolution.
- No relevant criminal record found in a police check.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Position Description



Employee:

Date:

Manager/
Coordinator:.....

Date: