

## **SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION**

### **Position Details**

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Title:	Senior Finance and Assets Officer
Classification:	Band 6
Business Unit:	Financial Services
Directorate:	People and Performance
Reports to:	Head of Finance

### **Our Vision and Values**

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#### **Vision**

Thriving Community, Limitless Opportunity

#### **Values**

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

#### **Child Safety**

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

### **Position Summary**

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The Senior Finance and Assets Officer will assist the Head of Finance with the development of long-term financial plans, the preparation of the annual budget and budget monitoring and forecasting processes.

The position will be responsible for the reconciliation of asset registers and co-ordination of financial processes associated with asset management.

This position will also be required to assist with the financial monitoring of major projects and capital works including maintaining the preparation of business case registers.

## Key Responsibilities

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### Financial

- Co-ordinate the preparation of the long-term financial plan including renewal forecasting, major projects listing and forward projection models.
- Assist managers to prepare individual service plans.
- Assist in the coordination, development and monitoring of budgets and budget reviews.
- Maintain Council's grant funding register including oversight of funding requirements and acquittals.
- Coordinate responses to various Government programs, returns and grant acquittals.
- Ensure currency with all aspects of financial management to enable participation in a multi-skilled team.
- Provide management accounting support for managers from all areas of Council.
- Assist with preparation and presentation of regular reporting including to Executive Leadership Team and Council.
- Co-ordinate preparation of the Annual Financial Statements.

### Asset Management

- Assist and support the asset management team with the regular reviewing of all asset classes, including revaluations, depreciation calculations and condition assessments.
- Ensure subsidiary asset databases reconcile to Council's Corporate Information System.
- Assist with the refinement and/or development of accurate asset registers.
- Co-ordinate revaluations and condition assessments of Council assets.
- Assist in the preparation financial plans, in terms of how they relate to maintenance, upgrade and renewal work.

### Innovation & Efficiency

- Actively seek out opportunities to maintain currency in industry issues and adapt models to Best Practice to realistically meet Council and community expectations.
- Constantly monitor and research innovative ways to assist with reducing Council's renewal gap and cost of service.

### Other Duties

- Ensure Council's asset accounting policies, guidelines and procedures are reviewed and maintained in line with accounting and best practice standards.
- Represent Council at Asset Management and Finance forums as required.
- Other duties as directed by the Head of Finance.

## **Extent of Authority**

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- Responsible for the provision of specialist advice with the freedom to act subject to professional and regulatory review.
- Accountable for ensuring the integrity of Council's asset registers.
- Accountable and responsible for undertaking investigations and preparing reports in area of responsibility.
- Accountable for coordinating and advising in the development, implementation and review of Council's financial asset policies and guidelines.

## **Judgement and Decision Making**

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- The nature of the work is specialised with methods, procedures and processes developed from theory and precedent. The incumbent is expected to apply established techniques and theories to new situations and/or investigate alternative techniques where not appropriate.
- The incumbent is expected to use his/her discretion, and to make decisions of a routine nature. Guidance is not always available from within the Organisation.

## **Specialist Skills and Knowledge**

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- Proficiency in the application of sound financial and asset management principles in search of solutions to problems and opportunities.
- Extensive knowledge in accounting including financial reporting and standards, asset accounting and strategic plans including Long-Term Financial Plan.
- The ability to investigate, analyse and formulate policy.
- Demonstrated proficiency in the use of information systems.
- An understanding of the external environment in which Council operates including current issues impacting on the role.
- An understanding and appreciation of the long-term goals of the Council.
- A knowledge and familiarity with the principles and practices of budgeting and relevant financial procedures.
- An appreciation of Quality Assurance as it applies to asset management.
- Knowledge of statutory and regulatory requirements.

## **Management Skills**

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- Skills in managing time, setting priorities and planning and organising one's own work as well as that of others to achieve specific objectives in the most efficient way possible within available resources and within a set timetable despite conflicting pressures.

- Ability to motivate other staff to achieve organisational tasks and objectives.
- Ability to weigh up options and make logical decisions.
- Ability to motivate peers to actively participate in asset management projects.
- High level of self-motivation in managing and prioritising accountabilities and meeting deadlines.
- Ability to achieve objectives within prescribed timetable.
- Developed analytical and numeracy skills.
- Ability to conduct on-the-job training.

### **Inter-personal skills**

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- Well-developed written and verbal communication skills with the ability to gain the cooperation and assistance of colleagues.
- Well-developed negotiation skills.
- The ability to discuss and innovatively resolve problems.
- The ability to work both independently and as a part of a team and to lead and motivate others.
- Ability to provide efficient customer service to the organisation.
- Ability to mentor staff to develop skills and attain new knowledge.

### **Compliance with Legislation and Policies**

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Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures
- Southern Grampians Shire Council Staff Code of Conduct
- Privacy and Data Protection Act 2014 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Government/Industry Codes of Conduct
- Southern Grampians Shire Council Enterprise Agreement; and
- Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and maintain a safe environment for staff and the community.
- Responsible for ensuring the security of Council's assets under the Officer's control.
- Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

## Qualifications & Experience

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The employee will demonstrate the following:

- Experience in a relative financial environment or a relevant tertiary qualification.
- An understanding of the management and maintenance of assets.
- Knowledge of computer systems, databases and their applications.
- An understanding and/or experience of project management principles and practices; and
- A current Victorian Drivers Licence.

## Key Selection Criteria

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- Relevant tertiary qualifications or experience in a financial environment, preferably in a Local Government environment.
- An understanding of asset accounting, desirable.
- An understanding of budget and financial management processes and reporting.
- Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions.
- Ability to look for innovative solutions to new problems and critically evaluate/change existing processes.
- Ability to gain cooperation and assistance from other employees and external stakeholders.

## Agreement

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I, ..... have read and understand the objectives and conditions of the above-mentioned role.

Signature: .....

Date: .....