

POSITION DESCRIPTION - DIRECTOR FINANCE

Position Title	Director Finance
Designation	Senior Officer – ASTC EA
Position number	P2407
Division	Finance
Responsible to	Chief Executive Officer (CEO)
Position status	5 Year contract
Position description approved	

Primary Objective

To direct, lead and mentor the Council's finance, information technology and customer services functions, providing quality services to both internal and external customers in a friendly and cooperative manner, that are timely, relevant, and accurate.

Key Responsibilities

1. Direct and oversee all finance functions including accounting, purchasing, payroll, creditors, debtors, rates, receipting, investments, insurances, annual financial statements, external audit, long term financial and capital work plans, taxation functions, grant acquittals, policies and procedures;
2. Ensure that Council provides a high level of customer service at all times;
3. Develop the annual Council Municipal Plan (including budget) in consultation with Senior Officers, and coordinate with strategic and business plans;
4. Monitor Council budget performance and provide timely financial reports in accordance with management and legal requirements, including preparation of the annual financial statements for external audit;
5. Support innovation and the development of efficient processes and technology by the team and within Council relating to financial and information technology services.
6. Attend Council and Committee meetings (after hours commitments apply).
7. Other duties as directed by the CEO

Delegations

In accordance with delegations contained in Accounting Policies and Procedures Manual, as amended from time to time.

Supervisory Responsibilities

The Manager Finance reports to the Director Finance

Selection Criteria

Essential

- Experience in a senior role preparing budgets and annual financial statements and providing sound financial advice to CEO's and Councils/boards;
- High level proficiency with accounting systems
- High level of interpersonal and public relations skills, with the ability to consult and negotiate with internal and external customers to achieve good outcomes for the organisation and community;
- High level strategic planning and analytical skills and business acumen;
- Capacity to manage resources efficiently and achieve organisational outcomes in a timely and orderly manner;
- Understanding of and commitment to contemporary leadership and management policies and practices.
- Professional qualifications in business management, accounting, administration or other qualifications/experience deemed satisfactory to the CEO.
- Membership or eligibility for membership of a professional accounting body i.e. CPA or CA

Desirable

- Experience in local government;
- Post graduate study in accounting and/or management.
- Experience with Authority or similar accounting software relevant to local government.
- Class C NT Driver's Licence
- Knowledge of WHS&W and Risk management strategies at a senior level.
- Some media experience

Employees Name

Date

Employee Signature
