

Position Description

POSITION TITLE	Chief Financial Officer
POSITION NUMBER	101008
AWARD	Local Government Industry Award
CLASSIFICATION	Executive
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Corporate Services / Finance
LOCATION/S	Alice Springs
SUPERVISOR	CEO
POSITIONS SUPERVISED	This position has five direct reports

PRIMARY OBJECTIVE

The Chief Financial Officer is responsible for the financial management of the Council and the supervision and successful operation of Council's Finance Division in accordance with Central Desert Regional Council strategic and regional plans, agreements, policies, procedures, relevant legislation and accounting standards.

KEY DUTIES AND RESPONSIBILITIES

1. Develop financial and operational strategies by contributing financial and accounting information, analysis, and recommendations for strategic decision-making.
2. Establish and monitor council's financial performance by evaluating economic trends; establishing critical measurements; determining productivity; identifying and designing system enhancements, cost reductions and implement change.
3. Create organisational value through technology, ensuring business systems lead to outcomes in line with organisational goals.
4. Manage Council's insurance program, including annual review of insurance cover and renewal recommendations for the CEO.
5. Manage cash flows, including working capital and short-term cash deposits, including Credit Card Management
6. Lead the preparation of Council's Annual Financial Statements and assist with the Annual Report as required.
7. Manage external auditors, revaluation specialists and accounting providers to ensure statutory deadlines are met.
8. Lead and deliver the Council's financial and accounting functions in line with Council policies and statutory requirements.
9. Lead the end-to-end budget process including providing expert advice to the Chief Executive Officer and final compilation of the budgets within required timelines for ratification by Council.
10. Oversee the preparation of clear and timely financial reports required by internal and external users, including monthly financial reports for Council.
11. Oversee Council's cash reserves and investment of surplus funds to maximise return without exposure to risk.
12. Participate in and contribute financial information to the development and maintenance of Council's Asset Management Plans.
13. Prepare the long-term financial plan including planning assumptions and scenarios with the CEO, Directors and Council.
14. Supervise, coach and mentor teams to deliver quality services and provide expert financial and system advice to all employees.
15. Be engaged in an effective and proactive health, safety and wellbeing culture.
16. Any other reasonable duties delegated by the CEO.

SELECTION CRITERIA

Essential

1. Degree in Accounting/Finance or related discipline. CPA/CA or IPA qualified.
2. Proven experience in managing the financial affairs of a local government authority and/or organisation requiring comparable skills and knowledge.
3. Demonstrated knowledge of contemporary financial management and the Local Government Act and Accounting regulations (or similar framework) and Australian Accounting Standards.
4. Demonstrated experience in the preparation of complex financial reports, annual budgets/ Long Term Financial Plans and completion of Annual Financial Statements.
5. Demonstrated leadership qualities including an ability to manage, motivate and develop a team in a cross-cultural environment.
6. Demonstrated ability to analyse and interpret financial information, determine trends and effectively manage Council's resources through the preparation of long-term financial plans and budgetary controls.
7. Demonstrated persuasive communication skills with the ability to develop collaborative partnerships, provide accurate and timely professional reports on services and activities and develop business cases and operational plans and guidelines.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
9. Acceptable Police Check.
10. Current Class C Licence and Ochre Card.

Desirable

1. Post Graduate/Other Qualifications in a field related to the position.