

PART 1 – POSITION DETAILS

Position Title	Team Leader, Financial Planning and Assets
Position Number	TBA
Division	Chief Executive Officer
Business Unit	Financial Planning and Systems
Pay Rate	NB L
Reports to	Executive Manager, Financial Planning and Systems
Hours	70 hours per fortnight
Status	Permanent
Date of last review and update	February 2019

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

PART 2 – BUSINESS UNIT OVERVIEW

The Financial Planning and Systems Business Unit

The Financial Planning and Systems Business Unit is committed to providing high quality service to all stakeholders and customers, including assisting our Executive, the Leadership Group and all Council staff to make sound, sustainable and customer focused decisions. The Unit is responsible for financial planning, analysing, advising, monitoring, reporting and financial systems management. A range of finance/accounting related services are provided including:

- Strategic planning and budgeting
- Financial, management and statutory reporting
- Financial modelling and analysis
- Management accounting
- Financial management information systems administration and development
- Asset and capital expenditure reporting
- Asset accounting
- Reserves administration

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

The Team Leader Financial Planning and Assets is responsible for leading a team in financial planning, monitoring and reporting on the Council's assets and long term financial planning and analysis to support sustainable decision making to deliver the Council's vision and objectives.

Key Responsibilities

Financial Planning:

- Coordination and preparation of the Long Term Financial Plan and associated financial plans;
- Coordinate the preparation, monitoring and reporting of the annual capital expenditure budget and associated funding;

- Manage the Council's reserves and funding allocations to capital expenditure and programs;
- Manage the Council's grants' register and acquittal reporting;
- Develop financial strategies and funding plans for Council projects;
- Provide high quality, accurate, timely and focused accounting information, analysis and recommendations to management; and
- Provide financial analysis of proposed projects including cost benefit analysis, payback periods, return on investment and internal rate of return.

Asset Accounting:

- Provide advice and support to asset managers in the completion of Council's Asset Management Plans, ensuring the plans inform the Long Term Financial Plan and alternative funding options modelled as required;
- Provide high level advice to Asset Managers to ensure Asset Registers are up to date and provide the reporting and management information required;
- Provide advice and assistance in developing appropriate and meaningful Asset Register Reports;
- Provide Asset Managers with relevant knowledge and capability to enable them to effectively manage all aspects of their assets and the asset system;
- In partnership with the Manager Asset Strategy, Planning and Performance undertake the revaluation of infrastructure assets and update the Council's Asset Registers to reflect these revaluations;
- Provide high quality analysis and integration of asset information within and into the TechOne Works and Assets module;
- Maintain a current working knowledge of relevant industry developments, legislation and practice;
- Manage the preparation and analysis of all asset reports having regards to relevant accounting standards and legislation and Integrated Planning and Reporting (IP&R) requirements;
- Liaise with the Project Managers to ensure the timely provision of relevant capital expenditure information;
- Assist with the development of processes and systems in relation to asset accounting including:
 - Supporting asset managers to improve their asset reporting processes and documentation; and
 - Review asset documentation including supporting documentation to ensure it complies with the Office of Local Government's Code of Accounting Practice and Reporting.

People Leadership

- Role model the Northern Beaches Councils values and behaviours
- Lead and motivate team members and provide clear goals and vision for the team to align with the Team Leader Financial Planning and Assets Accounting's objectives
- Take ownership for the recruitment and on boarding of new team members
- Engage in regular feedback to all team members
- Empower the team to take action and make decisions
- Share relevant operational and strategic information from the Executive Manager Financial Planning and Systems
- Encourage and support the professional development of the team
- Provide expert knowledge and advice on the resolution of major issues
- Communicate regularly with the team both formally and informally
- Be aware of the well-being of the team.

Operational

- Assist the Executive Manager Financial Planning and Systems with the development, review and management of the team's annual budget
- Ensure compliance with Council processes and procedures
- Direct the team in and contribute to, the planning, implementation and review of major programs
- Provide a framework for decision making and problem solving within the team and be responsible for its implementation.
- Report on key metrics relevant to the team
- Evaluate and monitor performance of the team to ensure accurate and efficient service is provided to both internal and external customers
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures
- Prioritise WHS in meetings, reviews and within team activities
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team
- Document and communicate WHS issues to the Executive Manager Financial Planning and Systems.

Business Performance

- Identify and implement cost savings
- Identify and implement any possible alternative income and revenue generation
- Identify and implement new processes, procedures or systems to improve efficiency
- Actively participate and contribute toward the integration of core services across Council
- Drive increased business performance through values based work
- Form short, mid and long term goals and plans and delegate within the team to achieve Business Unit outcomes.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Relevant tertiary qualifications and significant proven management experience in accounting
- Strong leadership skills including the ability to manage a multidisciplinary professional team and the ability and drive to take a hands on approach to ensure team objective are met;
- Proven ability to develop and implement business plans including financial planning and modelling, budgeting, cost control, performance management and monitoring, and reporting on service outcomes;
- Experience in asset accounting; and
- Demonstrated high degree of initiative and flexibility, strong analytical, conceptual and problem solving skills, including ability to initiate and respond effectively to change.

Capabilities & Knowledge

- Strong leadership skills, with a proven ability to role model values and behaviours

- Strong organisational skills
- Demonstrated ability to lead, coach and mentor a high-performance team focused on strong customer service
- Demonstrated experience in effective communications with a range of stakeholders
- Demonstrated ability to act with integrity at all times, with all stakeholders
- Demonstrated problem solving and decision making skills
- Demonstrated ability to initiate and respond effectively to change
- Demonstrated project management skills
- Demonstrated commitment to EEO, WHS and ethical practice principles.

PART 5 – DESIRABLE CRITERIA

- Membership of or currently completing the requirements to become a member of a professional association such as CA Australia & New Zealand or CPA Australia
- Experience using Technology One and related financial and asset modelling applications
- Knowledge and understanding of local government
- Experience in building positive organisational workplace culture