

Manager Financial Operations

Position Description

Directorate	Corporate Services, Capital Planning & Asset Management	Department	Financial Operations
Reports To	General Manager	Direct Reports	Yes

Position Purpose

This position will lead the Financial Operations team to effectively deliver the City of Moreton Bay's Rating and Property, Accounts Payable, Accounts Receivable and Collections and Payroll functions, maintaining a high standard of service to support the Council's rate payers and team members. This position will also collaborate with other senior leaders to contribute to the preparation and maintenance of Council's long term financial forecast, leading the important financial modelling required.

Responsibilities & Outcomes

As Manager Financial Operations and member of the Corporate Services, Capital Planning & Asset Management leadership team you will:

- Provide strong leadership and professional direction and support to all Financial Operations team members, leading the delivery of Rating and Property, Accounts Payable, Accounts Receivable and Collections and Payroll functions for Council.
- Ensure that all regulatory and compliance obligations associated with the Financial Operations services are met.
- In conjunction with the General Manager, develop and implement Departmental annual operating business and resourcing plans to contribute towards the achievement of Council's strategic goals.
- Lead the development, implementation and continuous improvement of all Financial Operations policies and processes, with particular emphasis on improving customer experience and automating routine processes where appropriate.
- Provide professional expertise and advice to the organisation in relation to all Financial Operations activities.
- Build relationships and collaborate with other parts of Council and external stakeholders as required to ensure the successful delivery of all Financial Operations services.
- Work closely with the General Manager to develop and administer financial models for the revenue-side of Council's budget and forecasts, inclusive of estimating growth in the rateable properties of Council, separate charges, utility charges and the impact of changes to the value of each property and consequent changes to the 'rate in the dollar' applied.
- Undertake complex financial modelling to inform Council decisions and strategic direction with regard to financial sustainability. Develop and maintain a work environment that encourages participation and a "One Council" approach to delivering services to our communities.
- Foster teamwork, innovation and excellence by working with team leaders, encouraging them to effectively address any staffing issues, communicate regularly with their teams and build commitment to safety and service performance improvement.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will shape the culture of the organisation by consistently role modelling the values expectations and behaviours and empower your leaders to do the same.

SERVICE**TEAMWORK****INTEGRITY****RESPECT****SUSTAINABILITY**

Decision Making

Budget ~\$3m operating; ~\$313m rates revenue; annual payroll ~\$150m

Delegations Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Extensive knowledge and experience in the development and delivery of computerised accounting and payroll functions, preferably in a local government setting.
- Extensive experience in managing enterprise-wide financial systems, including streamlining and automating functions to improve accuracy and efficiency.
- Ability to provide strategic and operational financial advice enabling Council to meet its financial and compliance obligations, including the ability to develop complex financial models.
- Demonstrated experience in managing and growing the capability of a team of professional and para-professional staff.
- Experience working in a large Council or not for profit "for purpose" organisation is highly desirable.
- Open and transparent communication style, including the ability to gain trust and elicit support from others.
- High level presentation and communication skills, both written and verbal, the ability to act in an influencing/persuasive manner and the capacity to work well across all stakeholder groups.
- Analytical and outcome focussed, with the ability to manage competing demands in a complex environment.
- Credible, flexible, intuitive, and highly ethical.
- Demonstrated organisation and coordination skills and the ability to manage workload priorities.

Qualifications

- Tertiary qualifications in Accounting, Finance, Business or other relevant disciplines.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.