

## EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

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**Position:** Program Manager - Finance  
**Reports To:** General Manager Corporate Services

### Position Objectives

This role supports the General Manager Corporate Services in the financial and commercial responsibilities of the Corporate Services unit.

The role is responsible for:

- planning and co-ordinating the day-to-day financial and compliance operations of the authority in line with the Authority's policies, statutory requirements and professional standards.
- ensuring the integrity of data entered into the Project & Financial Management system.
- acting as organisational system administrator for the finance system – Microsoft D365.

The position manages and provides direction to the finance team members.

### Key Responsibilities

#### *Co-ordinate the Authority's Financial, Payroll and Accounting Functions*

- Direct and control all financial and accounting functions of the Authority.
- Ensure the organisation complies with all statutory and financial requirements.
- Implement and maintain accounting procedures and systems of internal control, ensuring compliance with the *Financial Management Act 1994*.
- Ensure effective preparation of Authority budgets and oversight the preparation of service delivery programs and project budgets.
- Ensure all financial statements and accounts are prepared in accordance with Australian Accounting Standards and Department of Treasury & Finance (DTF) requirements.
- Oversee the management of payroll, accounts receivable/payable and taxation compliance functions.

#### *Provide Project management oversight for establishment, budgets and actual input into Financial System*

- Assist managers in the preparation of budgets.
- Ensure budgets are accurately recorded in the accounting system.
- Ensure that grants are accurately recorded in the accounts and expenditure monitored monthly.
- Provide training to project managers on the preparation and input of budgets into the financial system.

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### *Provide Support to the Audit Committee*

- Lead co-ordination with Internal Auditors reviews as per Internal Audit program directed by the Audit & Risk Committee.
- Prepare and provide documentation as requested by Internal Auditors.
- Prepare and provide reports/documents as requested by Audit and Risk Committee.

### *Reporting*

- Assist Authority staff in the preparation of project reports.
- Prepare monthly management financial reports.
- Prepare board financial reports.
- Prepare financial reports required by Department of Energy, Environment and Climate Action (DEECA), Department of Treasury & Finance and other state and commonwealth departments including project financial acquittals/reports and audits thereof as required.
- Preparation of the Authority's annual statutory accounts.

### *Compliance*

- Comply with Australian Accounting Standards, the *Financial Management Act 1994* and other applicable regulatory and statutory requirements.
- Meet financial monitoring and reporting responsibilities through ongoing compliance with the:
  - Financial Management Compliance Framework (FMCF) set out by the Department of Treasury & Finance.
  - Standing Directions 2018 Under the *Financial Management Act 1994*.
  - Tax Compliance Framework as part of the Financial Management Act Direction 4.5.2 – Taxation and Department of Treasury and Finance Tax Compliance Framework and Rules.
- Ensure financial data processing follows Authority policies and procedures.

### *Other business support*

- Ensure staff are appropriately trained in the use of the Authority's financial system to provide error free financial data entry and project reporting.
- Assist Authority staff to access and understand financial information.
- Assist with the development and maintenance of all Authority financial policies and procedures.
- Represent the Authority on the State-wide CMA Finance User Group.

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### **Specialist Knowledge and Skills**

- Extensive knowledge, experience and ability in budgeting, accounting and financial operations and systems.
- Experience and skills in financial reporting.
- Demonstrated experience in the preparation and monitoring of budgets, revenue collection and cash management.
- The ability to manage the operation of computerised financial management systems.
- Ability to interpret and apply operational processes towards new legislative requirements.

### **Coordination Skills**

- The ability to lead, motivate, develop and manage staff.
- Excellent planning, time management and priority setting and organising of tasks/outputs and of Finance Team.
- Sound technical, conceptual and analytical ability with well-developed written and oral communication skills.
- Excellent ability to set teams and own work objectives and manage projects with minimal supervision.
- Highly developed and demonstrated capacity to work autonomously, as well as part of a team.

### **Inter-Personal Skills**

- High level inter-personal skills including negotiation, presentation, consultation and facilitation, suitable for a broad range of stakeholders.
- Ability to develop effective partnerships with a wide range of stakeholders to achieve outcomes to complex and challenging issues.
- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Demonstrated ability to liaise with counterparts in other organisations and ensure excellent external working relationships.
- The ability to effectively communicate and deal with staff and management at all levels and to resolve intra-organisational issues.

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### Qualifications And Experience

- Possession of an appropriate tertiary qualification in Accounting (CPA or CA is not required but is preferred).
- The skills and knowledge needed for this position would normally be acquired through extensive experience in a similar role.
- Experience in budget development and forecasting, interpretation and understanding.
- Working with Government bureaucracies, policies and funding programs.

### Judgement And Decision Making

- Ability to solve problems and negotiate innovative solutions to difficult or new tasks.
- High level of judgement and decision-making capability.
- Decisions requiring legislative interpretation and knowledge are made with the General Manager - Corporate Services.
- Guidance provided via legislation, manuals and policies approved by the CEO or the Board.
- The incumbent should exercise own judgement when required to select the appropriate method, technology or interpretation of policy information to achieve objectives.

### Responsibilities

- Management - This position has 1 direct report.
- Financial delegations - As per the Board Instrument of Delegations.
- Occupational, Health and Safety - Comply with all workplace health and safety policies and procedures, reporting hazards and incidents, and participating in safety training and initiatives relevant to the role.

### Key Selection Criteria

- An appropriate tertiary qualification or equivalent in accounting (CPA or CA preferred) with a minimum of 5 years' experience.
- Demonstrated extensive experience with financial and management accounting and reporting procedures and systems.
- Experience with relevant financial legislation, specifically the *Financial Management Act 1994*, International Financial Reporting Standards and Australian Accounting Standards.
- Well-developed time and people management, planning and priority setting skills.
- Proven ability to solve problems of a complex nature.
- Capacity to work autonomously with limited supervision and as part of a team.
- The ability to train others in the use of financial systems and understanding of financial information.

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### **Additional Requirements**

- You must hold and maintain a Victorian Driver's License.
- A satisfactory National Police Check must be provided prior to date of commencement with the Authority.
- A satisfactory Working with Children Check must be provided prior to date of commencement with the Authority.
- A Pre-Employment Health Declaration must be completed prior to commencement with the Authority.
- This is an onsite position based at the Authority's office at 75 Macleod Street, Bairnsdale.