



Our Wyndham
Towards 2040



FINANCIAL
CONTROLLER

Position Snapshot

Drive and lead a team that is responsible for building strong relationships and Council's reputation through the effective management and delivery of financial services. The team also undertakes stakeholder management and partnering for effective community outcomes.

As part of the Senior Management Team, contribute to shaping and delivering our strategic vision and drive an organisational culture that delivers *Our Wyndham, Towards 2040* and high quality services and outcomes for the community.

Tenure: Full-time, performance-based , up to 5 year contract

Your Areas of Responsibility

- Long term financial planning and analytics
- Accounting and Reporting
- Finance Operations
- Debtor Management
- Strategic Property Management

Your Key Relationships

Reports to	Chief Financial Officer
Internal	Mayor and Councillors Executive Team Senior Management Team The Wyndham Team
External	Local Government Legal Advisors and Contractors Other Municipalities Federal, State and Local Government Bodies and Professional Associations Business and Community Leaders and Community Groups Council Committees Wyndham Community Service Providers and Consultants Banking and Finance Institutions Service Delivery Agencies Union Officials Developers Relevant Peak Bodies



Leading Our Wyndham, Towards 2040

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focussed on the vision: *Our Wyndham, Towards 2040*.

Your Personal Attributes

Competencies	<ul style="list-style-type: none"> ▪ Strategic thinker – you are able to contribute to and articulate a shared vision that inspires and influences staff to achieve the organisational vision and meet community aspirations. ▪ Innovator – you are able to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high performance culture and excellence in service delivery. ▪ Communicator – you are able to develop and maintain positive relationships with key stakeholders and contribute to a culture of proactive, inclusive, respectful and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality. ▪ Leader – you lead by example and are able to inspire and motivate staff to live the organisational values, strive for excellence and embrace continuous improvement, self-awareness and life-long learning. ▪ Change agent – you are agile and comfortable with change and you are able to manage, support and motivate staff through change to achieve benefits for the organisation and the community. ▪ Team player – you strongly support a collaborative culture and you are able to motivate, empower and challenge staff to work as part of dynamic teams to achieve great things for the community.
Qualifications	<ul style="list-style-type: none"> ▪ Tertiary/Post Graduate qualifications in Commerce/Business and member of a recognised accounting body (CPA, ICA)
Experience	<ul style="list-style-type: none"> ▪ Demonstrated management experience in a complex and challenging organisation including developing and delivering strategic business plans, staff and contractor management, project management and service planning ▪ A thorough understanding of sound administrative, budgetary, contractual and financial procedures ▪ Proven ability to lead a high performance team to deliver organisational objectives and innovative service and business improvements
Specialist skills and knowledge	<ul style="list-style-type: none"> ▪ Substantial experience in a range of financial management while working at senior levels of an organisation ▪ Strong knowledge of the Local Government Act 1989 and an ability to understand and apply relevant legislation particularly in the areas of financial services ▪ Substantial knowledge of Council's decision making and meeting processes and corporate business systems ▪ Exceptional communications and interpersonal skills including the ability to build relationships, provide advice and support and present high level clear and concise verbal and written reports ▪ Strong organisational skills with proven ability to manage time, set priorities and meet deadlines and targets

Your Key Responsibilities

Strategic	<ul style="list-style-type: none"> Contribute to the strategic direction of the organisation, ensuring team business plans and staff performance contribute to Council's objectives and the aspirations of the community Undertake and drive sound service planning, ensuring decisions are informed, strategic, integrated across the organisation and based on latest research, trends and legislation Develop and manage business plans and budgets incorporating broad organisational priorities, goals and objectives that deliver on the City Plan and <i>Our Wyndham, Towards 2040</i> Apply understanding of the political, social and legal environment and organisational context of Council to all initiatives and actions Provide sound and considered advice to Councillors, the CEO, Executive Team and all departments on financial management matters Play a key role in identifying and achieving Wyndham's key advocacy objectives Identify and plan for any strategic threats and opportunities which could impact the organisation Management of Council's finances including timely and accurate preparation of annual budgets, monthly performance reports and annual financial statements Develop and manage financial and operational strategies for Council designed to preserve Council assets and report accurate financial results Ensure that relevant statutory obligations are met and operational policies and processes are maintained effectively Ensure overall support and co-ordination of the Accounting, Rates, Valuations, Debtor Management and other financial transactional functions
Corporate	<ul style="list-style-type: none"> Live the City of Wyndham values and management behaviours, at all times setting a strong example for staff As part of the Senior Leadership Team inspire an organisational culture that rewards innovation, continuous improvement and service excellence Work across the organisation to secure cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community Build a community first focus that encourages positive and proactive communication and interaction with all community members and stakeholders
Team	<ul style="list-style-type: none"> Lead and manage the Council and Financial Services Team including developing, mentoring and empowering staff to build leadership capacity, a high-performance culture and engage as a business partner and oversee and reviewing staff performance in line with service planning, City Plan objectives and <i>Our Wyndham, Towards 2040</i> Ensure a culture of continuous improvement, accountability and empowerment to enable quality outcomes to be delivered Foster teamwork and the ability to take cross-organisational approaches to major issues Drive change and organisational improvements and provide departmental support in the areas of financial services Develop innovative and effective ways for the organisation to communicate, engage with and support Councillors and for Councillors to better connect and engage with the community Develop and implement projects and strategies that continuously improve and protect Council's brand and reputation in the area of financial services Ensure Council meetings, decision making practices and corporate business systems are

	<p>efficient and present the organisation as professional, accountable and transparent</p> <ul style="list-style-type: none"> ▪ Undertake effective stakeholder management and partnering to achieve community outcomes ▪ Oversee, coordinate and manage all activities associated with financial services ▪ Achieve a high level of organisational awareness, understanding and compliance of financial policies and processes ▪ Oversee the implementation and monitoring of contractors used for service delivery or for advice for financial related matters ▪ Represent Council at special meetings, public meetings, meetings with Federal, State and Local Government agencies, and meeting with other agencies, promoters and businesses as required ▪ Implement a best value, community first philosophy to service delivery and continuous improvement ▪ Ensure the team leads by example in relation to being responsive, open and engaging to the needs, concerns and aspirations of the community ▪ Carry out other duties as required with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time
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Shared Organisational Responsibilities

Organisational Values	<ul style="list-style-type: none"> ▪ Uphold and promote Council's values of Community Focus, Integrity, Respect, Commitment, Leadership and Teamwork
Safe Workplace	<ul style="list-style-type: none"> ▪ Undertake responsibilities in line with organisational Occupational Health and Safety (OH&S) policies and procedures including the Wyndham Health & Safety Management System Manual (procedure HS-002) to ensure a safe environment for staff and visitors ▪ Display and promote safe actions in the workplace at all times
Policies and Procedures	<ul style="list-style-type: none"> ▪ Undertake responsibilities in line with all Council policies related to the position including: Equal Employment Opportunity, Record Keeping, Procurement, Staff Management and Community Engagement ▪ Ensure all team operations comply with relevant statutes, ordinances, regulations, by-laws and Council policies
Legislative Framework	<ul style="list-style-type: none"> ▪ Complete responsibilities of this position in line with the relevant legislative framework. ▪ Ensure all relevant legislation, standards, and codes of practice are identified, met, monitored and reviewed
Risk Management	<ul style="list-style-type: none"> ▪ Adopt a proactive risk management approach to all relevant Council activities and in accordance with Wyndham's Risk Management Policy ▪ Create an environment where managing risk is accepted as the personal responsibility of each employee

Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

Office Duties	<ul style="list-style-type: none">▪ Sitting at a workstation on an adjustable office chair, general office based work, using a computer for up to one hour at a time, followed by a break▪ Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries
Driving	<ul style="list-style-type: none">▪ Required to drive private or Council owned vehicle
Other	<ul style="list-style-type: none">▪ Driving Private/Council owned vehicle/s whilst carrying out the responsibilities of the position

Selection Criteria

- Tertiary/Post Graduate qualifications in Commerce/Business and member of a recognised accounting body (CPA, ICA)
- Demonstrated substantial experience in financial management and financial control functions while working at senior levels of an organisation
- Demonstrated experience in leading and managing a team of staff, setting priorities, defining work targets and undertaking performance reviews.
- Demonstrated substantial experience in problem solving, analytics and implementing innovative solutions
- Highly developed communication skills, with the ability to establish rapport and build relationships with Councillors, the community and all levels of the organisation
- Highly customer focussed, with an understanding of the consultation processes

