



Position Description

Manager Finance

Level	9
Department	Business Services

1. POSITION OBJECTIVES

- Take responsibility for the statutory reporting requirements and compliance and lead the strategic financial plan, annual budget process and management accounting requirements for Busselton Water
- Provide timely and accurate information and advice to the General Manager Business Services and Senior Executive Group (SEG) to ensure sound business decisions can be made on reliable information
- Monitoring and reporting revenue and expenditure through the use of internal finance systems as well as developing budgets and project funding allocations in order to maximise Busselton Water's financial status
- Manage a team as well as demonstrate flexibility and customer service and be the 2IC to the General Manager Business Services

2. KEY DUTIES AND RESPONSIBILITIES

- As a senior member of the leadership team, contribute to a positive, collaborative, innovative culture including providing senior level input into strategic business planning
- Co-ordinate and prepare the annual review of tariffs, fees and charges
- Provide expert and trusted accounting and financial advice and support to the Senior Executive Group and the Board and Audit Committee, ensuring the organisation is compliant with key financial statutory standards and government policies
- Prepare the annual financial statements and financial aspects of the Statement of Corporate Intent (SCI) and Strategic Development Plan (SDP)
- Review of regular statutory returns, including annual FBT
- Provide leadership through continuous evaluation of short term and long-term financial objectives
- Co-ordinate and prepare all financial statements and key documents including annual budget, quarterly budget review and quarterly reports to the Minister for Water
- Drive innovation in financial systems, policies and process improvements across Busselton Water to improve effectiveness and efficiency
- Manage a diverse team of people looking after payroll, debtors and creditors, procurement and asset register
- Provide recommendations to strategically enhance financial performance and business activities
- Ensure the financial services, reporting and information provision provided by the finance team meets user needs
- Analyse initiatives and organisational financial information to identify performance trends with the objective of ensuring continual business improvement and effective risk management
- Provide expert support, coaching and advice to staff in relation to the financial management of their function and the development of proposed business cases
- Be up to date with accounting standards and changes in accounting standards that may affect Busselton Water and to research and quantify the affect these will have
- Play an active part in corporate business continuity management planning and having input into Busselton Water's risk analysis evaluations
- Responsible for reporting to State Treasury Department and input of data on line to the Strategic Information Management System (SIMS) for budget, actual and forecast figures
- Responsible for collation and production of National Water Initiatives (NWI) statistics

3. REQUIREMENTS OF THE JOB

3.1 SKILLS

- Excellent negotiation and organisational skills
- Excellent time management skills
- Strong leadership skills
- Excellent report writing
- Excellent verbal communication skills
- Advanced computer literacy
- Ability to relate to all levels of people, both community and other professionals

3.2 KNOWLEDGE

- Competence in accounting theories
- Good understanding of Australian Accounting Standards, concepts, statements and exposure drafts
- Working knowledge of:
 - Water Corporations Act and other relevant legislation
 - Water Services Act
- Budgeting theories and economic trends
- Comprehensive knowledge of statutory requirements:
 - Fringe benefit tax
 - Superannuation
 - Goods and Services Tax legislation
 - ERA operating licence
 - Commercial insurance
 - Payroll and income tax and NTER
 - Treasury procedures including Strategic Information Management System (SIMS)
 - Long term financial planning
- Working knowledge of:
 - Water tariff principles
 - Routine accounting functions including creditors, debtors, payroll and asset register

3.3 EXPERIENCE

- Extensive relevant experience in financial management
- Staff supervision

3.4 QUALIFICATIONS AND/OR TRAINING

- Membership of a recognised professional accounting body
- Minimum 5 years relevant experience
- C class drivers licence
- Relevant tertiary qualification and minimum qualified CPA

4. STATEMENTS OF COMPLIANCE

4.1 OCCUPATIONAL HEALTH AND SAFETY

The employee shall take reasonable care:

- To ensure his or her own safety and health at work; and
- To avoid adversely affecting the safety and health of any other person through any act or omission at work.

The employee shall:

- Comply with all Busselton Water policies and procedures; and

4.2 EQUAL EMPLOYMENT OPPORTUNITY

Embrace Equal Employment Opportunity (EEO) and diversity and contribute to a work environment free from harassment and discrimination.

4.3 RECORDS MANAGEMENT

Busselton Water staff are legally obliged to follow Busselton Water's procedures in accordance with Busselton Water's Record Keeping Plan and the State Records Act 2000. Severe penalties apply under Section 78 of the State Records Act 2000 for breaches of an organisation's Record Keeping Plan.

4.4 FINANCIAL MANAGEMENT

Incurring and certifying officer, i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

4.5 RISK MANAGEMENT

Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.

Identify and assess risks affecting their area of responsibility, propose measures for risk management, and monitor incidents, hazards and complaints.

Implement risk management, monitor the level of risk and implement measures to control risk.

5. SELECTION CRITERIA

5.1 Essential:

- Demonstrated experience in setting objectives, assigning priorities and managing and coaching staff
- Demonstrated record of achievement in organising, prioritising and resolving competing and complex financial issues through to successful completion
- Highly developed conceptual and analytic skills including demonstrated ability to provide strategic advice about financial management issues and to improve business effectiveness
- Demonstrated ability to build productive relationships with internal and external stakeholders to share information and create business improvement opportunities
- Demonstrated experience in the delivery of accounting functions (including FBT/GST returns, cash management, forecasting, financial statement preparation)
- Qualified CPA or equivalent

5.2 Desirable:

- Knowledge of Board's regulatory environment

6. ORGANISATIONAL RELATIONSHIPS

6.1 Responsible to:

General Manager Business Services

6.2 Supervision of:

Accountant
Payroll/Creditors Officer
Supply Officer

6.3 Relationships:

Internal:	Board members and all Busselton Water staff
External:	Customers
	Contractors
	Consultants
	Insurance brokers
	Government departments