



Whitehorse
Manningham
Libraries
open for discovery

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POSITION DESCRIPTION

Position Title	Manager Finance
Position Number	A16
Department	Administration
Classification	Band 7
Date Approved	DRAFT
Probationary Period	6 months
Mandatory Checks	Working with Children Check and National Police Check

Reports to	Chief Executive Officer
Supervises	Finance and Administration Officer Administration Officer
Internal Liaisons	Staff at all levels, Library Board and Audit Committee
External Liaisons	Member Councils, Government departments and agencies, other libraries and municipalities, external service providers, suppliers, other relevant external bodies, community groups, local organisations and library users.

OUR ORGANISATION

Whitehorse Manningham Regional Library Corporation delivers high quality library services to the communities of Whitehorse and Manningham. The Corporation operates branch libraries at Blackburn, Box Hill, Bulleen, Doncaster, Nunawading, The Pines, Vermont South and Warrandyte. Online services are provided through www.wml.vic.gov.au.

POSITION OBJECTIVES

This position works closely with the Chief Executive Officer and actively contributes to strategic and operational planning to optimise performance.

This position is responsible for the management of all activities associated with the Corporation's financial management and reporting, WorkCover and Administration Department functions, ensuring achievement of WML's objectives and regulatory compliance in relation to these functions.

DUTIES AND RESPONSIBILITIES

Financial Management

- Development, implementation, management and monitoring WML's financial management systems, policies and practices with a focus on industry best practice, continuous improvement, risk control and regulatory compliance.
- Administration of payroll, and correct application of the Enterprise Agreement and relevant employment law requirements.
- Overseeing accounts payable and accounts receivable activities, and ensuring timely payment of creditors.
- Completion of month-end and year-end finance procedures.
- Monitoring and reporting on monthly variances to budget.
- Preparation and filing of monthly BAS.
- Maintaining WML's banking needs and investment portfolio in compliance with the organisation's investment policy, ensuring adequate cash flow and maximum return on invested funds.
- Maintaining WML's insurance portfolio and appropriate liaison with the externally appointed Insurance Brokers.
- Ensuring all taxation, superannuation and insurance requirements are satisfied.
- Preparation and maintenance of accurate records of all financial transactions, including personnel records relating to entitlements.
- Maintaining WML's Assets Register.
- Development, implementation and maintenance of policy and procedure documentation for the financial, asset management and procurement functions.
- Actively maintain and develop professional awareness of current and future financial management practices and regulations.

Financial Reporting

- Accurate and timely preparation and presentation of monthly and quarterly financial reports.
- Accurate and timely preparation of annual financial accounts and appropriate liaison with auditors.
- Preparation and presentation of other reports to the CEO, Board and Audit and Risk Committee as required.

Procurement

- Ensure the development, implementation and maintenance of procurement policies and procedures.
- Provide advice and guidance to staff on the correct application of procurement policies and procedures.
- Manage the procurement and maintenance of contracts in the areas of responsibility relevant to the role.
- Maintain WML's contract register.

Strategic Management

- Contribute to the development and delivery of the organisation's strategy, objectives and goals.
- Identification, assessment and monitoring of financial risks and controls and documenting findings in the organisation's risk register.
- Engagement with the Leadership Team in the development of annual budgets.
- Preparation of annual budgets and strategic resource plans in collaboration with the CEO and member councils.
- Provide timely and informed advice to the CEO and senior managers on financial and procurement services.
- Coordinate and support the Audit and Risk Committee meetings, implementation of the internal audit plan and appropriate liaison with auditors.

Administration

- Develop, implement, manage and monitor WML's WorkCover systems and practices.

- Ensure the efficient management of WML's office administration functions, including meeting rooms for hire and banking.
- Ensure the development and maintenance of policy and procedure documentation for relevant administration functions.
- Ensure completion of relevant compliance requirements by Board members and Senior Managers

Organisational Responsibilities

- Provide leadership and guidance to all staff, fostering and promoting a customer centric focus to service provision.
- In accordance with WML's performance planning, development and review processes, participate in and undertake staff reviews.
- Ensure consistent and accurate interpretation and application of human resource management policies and practices.
- Liaise and co-operate with other departments to bring about an effective team approach to meeting organisation's objectives.
- Participate in wider organisational projects and undertake other duties as directed by the CEO that are consistent with the objectives of the department and the position.
- Apply sound risk management and minimisation practises and strategies, particularly in relation to financial management, fraud prevention and administration functions.
- Ensure compliance with Occupational Health and Safety policy requirements within all areas of responsibility.
- Ensure that complete and accurate records relating to business activities are maintained and stored in accordance with Corporation policy.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the Chief Executive Officer for:

- effective and efficient management of the finances of the Corporation;
- effective and efficient management of the office administration department; and
- provision of specialist advice and guidance in relation to the areas of responsibility.

The incumbent has the authority and freedom to act within established operational and budgetary guidelines with a regular reporting mechanism to ensure adherence to WML goals and objectives. Within their area of responsibility, the incumbent fully briefs the Chief Executive Officer on significant issues.

JUDGEMENT AND DECISION MAKING

Decisions made by the position will impact on the quality and cost of services being managed. The incumbent operates in a broadly regulated environment with methods, procedures and processes developed from theory or precedent.

The incumbent will be expected to work independently and guidance and advice may not always be available internally. Position objectives are established through Departmental goals and policy, although the work may involve improving and/or developing methods and techniques. These may be based on previous experience or require independent judgement.

KEY COMPETENCIES (SELECTION CRITERIA)

Specialised Skills and Knowledge

- Well-developed knowledge of and experience in the application of current regulations, policy and emerging issues relating to financial management in a local government or public sector environment.

- Demonstrated effective financial management abilities including accounting, financial reporting, budgeting and financial procedures, and the capacity to provide analysis and advice on financial management matters.
- Considerable knowledge of and experience in the application of taxation, superannuation, insurance and WorkCover legislation and requirements.
- Sound understanding of regulatory and legal requirements for the management of funds.
- Well-developed knowledge of financial, payroll and administration software systems.
- Advanced Excel skills.
- Knowledge and understanding of the role of the Audit and Risk Committee and Internal Audit functions.
- Commitment to ongoing professional development and maintaining currency of accounting practices and changes in legislative and regulatory obligations.

Management Skills

- Sound people management skills with demonstrated ability to lead, motivate and performance manage staff.
- Demonstrated ability to effectively plan and organise own work and that of other employees to achieve specific and set objectives with identified timeframes and budgets.
- Ability to effectively manage time and competing demands and priorities to ensure legislated deadlines are achieved.
- Demonstrated experience in formulating and delivering accurate and timely reports and presentations.
- Well developed analytical skills and problem-solving capabilities.
- Demonstrated ability to maintain effectiveness and professionalism when working under pressure.
- Commitment to continuous improvement of organisation and community outcomes.
- Knowledge of appropriate legislative frameworks as they may affect the workplace, such as Occupational Health and Safety, Equal Employment Opportunity and Information Privacy.

Interpersonal skills

- High level of integrity and accountability as demonstrated by a commitment to the public interest, inspiring trust by treating all employees fairly and modelling the behaviours expected of others.
- Ability to exercise initiative, apply sound judgement and operate constructively within a political environment.
- Demonstrated ability to build positive relationships and collaborative partnerships with a diverse range of stake holders.
- Proven ability to gain co-operation from others and successfully manage conflicting expectations.
- Demonstrated ability to manage key stakeholder relationships that support the operational and strategic activities of the organisation.
- Well-developed verbal and written communications skills with the demonstrated ability to provide informed expert advice, prepare and present reports.
- Ability to work collaboratively to support the achievement of team objectives before individual goals.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Formal tertiary qualifications in
- CA/CPA membership
- Minimum 5 years' experience in accounting
- Demonstrated experience in a leadership or management role.

Preferred:

- Experience working in a local government, public service or not for profit environment
- Experience in the use of MYOB

Prerequisites:

- Satisfactory National Police check at commencement and at regular intervals throughout employment with the Corporation. An unsatisfactory assessment may result in an offer of employment being withdrawn.
- Current Working with Children Check (WWCC)

HOURS OF DUTY AND LOCATION

- Engaged on the basis of a 38 hours week.
- Positions within the Whitehorse Manningham Library Service are not fixed at the one location and may be required to work at any service point within the region, dependent upon business needs.
- The incumbent may be required to undertake out of hours, evening and weekend work.

REMUNERATION

In the range Band 7A – 7D

INHERENT REQUIREMENTS OF THE POSITION

Task	Performed Often (5+ times in one shift or sustained for 30 minutes)	Performed Sometimes (Less than 5 times in one shift)	Never / Rarely Performed
Passive			
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Telephone duties (incoming and outgoing calls)	✓		
Sitting (extended periods)	✓		
Walking / Standing (brief periods)	✓		
Walking / Standing (extended periods)			✓
Climbing stairs		✓	
Driving a car			✓
Manual Handling			
Lifting / carrying < 20kg		✓	
Lifting / carrying > 20kg			✓
Pushing / Pulling trolleys			✓
Bending, squatting or reaching		✓	
Repetitive arm / wrist movements	✓		
Bending or twisting spine		✓	
Looking up/down		✓	
Reaching forwards or sideways		✓	
Gripping or grabbing			✓
Sensory			
Fine Hand Coordination		✓	
Hearing – hold direct conversation	✓		
Hearing – telephone	✓		
Visual – read materials and signage	✓		

Emotional			
Exposure to challenging conversations and behaviours		✓	
Working under pressure		✓	
Dealing with grief and loss		✓	
Providing empathy and support		✓	

Note: This table is not an exhaustive of all the job factors, however forms a basic capability guide to the activities required to undertake the role.

GENERAL EMPLOYMENT CONDITIONS

1. General Conditions

- WMRLC employees are required to observe all Corporation policies, codes of conduct and follow work instructions and relevant regulations.
- Employees are expected to manage Corporation records in accordance with the relevant policies and procedures.
- Working conditions are governed by the WMRLC Enterprise Agreement.

2. OH&S and Risk Management

All staff are expected to:

- Follow established safe operating practices, procedures and instructions;
- Take reasonable care for their own OHS and that of their colleagues;
- Seek assistance when unsure of practices and procedures to perform a task;
- Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor;
- Actively participate and contribute to preventative OHS strategies, audits, team meetings and training.

Staff in a supervisory role must ensure that safe work practices are observed and issue instructions in relation to or cease unsafe work practices in the workplace.

3. Equal Opportunity, Human Rights and Bullying

The Corporation is committed to the principles of Equal Opportunity and Human Rights and believes that all employees should be able to work in an environment free of discrimination and harassment. Staff are encouraged to support each other in creating and maintaining an environment that is free of harassment.

All employees of the Corporation have a responsibility to treat each other fairly and with respect and act in accordance with the Occupational Health and Safety, Equal Opportunity and Bullying in the Workplace policies. As an employer, the Corporation will not defend or support discriminatory actions of staff that are unlawful.

4. Code of Conduct

All staff are required to observe the standards of conduct and behaviour outlined in the Code of Conduct. A breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

5. Privacy

The Corporation is committed to complying with the Victorian Privacy and Data Protection Act 2014. The Corporation recognises the importance of the privacy of personal information collected by the Library Service and is committed to ensuring that personal information is appropriately stored and managed. All employees are required to follow the Corporations Information Privacy Policy at all times.

6. Child Safety Commitment

The Corporation is committed to the safety and well-being of all children and young people participating in our programs and visiting our libraries. All employees are expected to adhere to the Corporation's Child Safe Policy, acknowledging their right to be treated with respect and protected from harm.

ACKNOWLEDGEMENT

I _____ have read and understood the position description and agree to perform in the position of Manager Finance as per the requirements of the position description.

(Employee signature)

Date

(Chief Executive Officer)

Date