

Goulburn Broken CMA

Corporate Finance Manager



**GOULBURN
BROKEN**

CATCHMENT
MANAGEMENT
AUTHORITY

1.0 POSITION DETAILS

TITLE:	Corporate Finance Manager
TIME FRACTION:	1 FTE
CLASSIFICATION:	Band SEO
TENURE:	Ongoing
REPORTS TO:	Corporate Program Manager
OFFICE LOCATION:	Shepparton/Benalla/Yea
PD LAST UPDATED:	July 2024

2.0 POSITION OBJECTIVE

The *Corporate Finance Manager* is responsible for providing expert financial advice and leading a team responsible for the delivery of sound financial management practices to deliver on the financial goals of the Goulburn Broken CMA Corporate Plan ensuring compliance with the Financial Management Act.

3.0 POSITION CONTEXT

The Corporate Finance Manager is a management position with a focus on developing, implementing and monitoring compliant financial management practices/systems in a public sector budget funded environment.

The position is a technical Manager position in the GB CMA and is expected to collaborate across program areas to ensure whole of organisation thinking.

The incumbent proactively leads systems and processes to achieve financial monitoring and reporting requirements, management and resolution of financial issues including transaction integrity, month/year end activities including accruals, and meeting internal and external reporting requirements.

The Corporate Finance Manager will be responsible for meeting all financial regulatory and reporting requirements and enable assurance to stakeholders on financial sustainability and governance which will require a high level of strategic and technical information, guidance and advice to be provided to key stakeholders.

With a focus on customer service the position will develop and maintain ongoing relationships with key stakeholders including Board, internal program areas; service providers; partner agencies and various government bodies. The position is essential to building capabilities across the organisation.

The position is directly responsible for:

- Financial compliance including preparation of annual financial statements
- Monthly and annual Board, management and statutory financial reporting
- Management of internal and external audit requirements
- Development and implementation of financial systems
- Providing technical advice to support sound contract management practices and developing procurement and financial capabilities across the organisation.
- the operations of the finance team including ensuring timelines and accuracy for accounts payable, project reporting, budgetary management, statutory obligations and financial reporting

The position works closely with the Corporate Program manager and team to achieve the desired outcomes, utilising knowledge and understanding of best practice and initiative to improve efficiencies and effectiveness of processes.

Organisational Environment

The *Corporate Finance Manager* sits within the Corporate Program with the Program aim to collaborate, support and provide direction to the organisation in the areas of responsibility. The position is key to ensuring implementation of financial practices to a high standard across the GB CMA.

The position is vital in developing and supporting Organisational capability and financial systems and reporting to deliver on the Corporate Plan and strategies of the organisation including gaining participation and collaboration from a variety of stakeholders.

The position oversees the financial monitoring, reporting and evaluation of all funding and responses to funding bodies and will oversee and enhance the process that enable a systematic approach to this across the organisation.

While Regulations, Policies and Procedures are in place to support decision making it is expected at this level the Manager will be able to provide new thinking and produce recommendations for change.

The organisation operates in accordance with the Standing Directions of the Assistant Treasurer under the Financial Management Act 1994 and Australian Accounting Standards. A Corporate Plan is required to be submitted to the Minister of Water annually which includes financial budgets and forward plans and are key to financial reporting and monitoring to both internal and external stakeholders.

Business Perspective

The Goulburn Broken Catchment covers 11 per cent of Victoria. Of the total 2.4 million hectares of catchment, approximately 250,000 hectares is irrigated and a third of the catchment is public land. The catchment includes the municipalities of Moira, Strathbogie, Campaspe, Greater Shepparton, Mitchell, Benalla, Mansfield and Murrindindi.

The Goulburn Broken Catchment Management Authority (GB CMA) was established under the CaLP Act 1994 and, through its Regional Catchment Strategy, is focused on promoting sustainable development and the protection of land and water resources by implementing sound management practices on private and public land.

The Authority performs these roles in partnership with others including Goulburn-Murray Water, other CMAs, Goulburn Valley Water, Non-Government Organisations, Municipal Councils, Landcare Groups and the wider community.

The GB CMA has delegated statutory functions under the provisions of the Water Act 1989, including waterway management, floodplain management and regional drainage functions.

In partnership with the State Government and the community, the GB CMA is responsible for the implementation of the Regional Catchment Strategy, its monitoring and reporting.

Strategic Directions

The Goulburn Broken Regional Catchment Strategy 2021-27 sets the priorities and targets for directing the Catchment's resources over six years towards achieving environmental, social and economic benefits.

The Goulburn Broken RCS and its implementation is underpinned by the resilience approach and social-ecological systems. The resilience approach to catchment management focuses on the connections between people and nature, how these connections change, and what can be done to achieve desired, balanced goals for resilience.

The primary focus for the Goulburn Broken CMA from 2021-27 is the implementation of the Goulburn Broken RCS with the following priority directions:

- Reverse the declining health of the Catchment's land water and biodiversity
- Implement pathways to adapt and transform to drivers of change
- Give effect to priorities in First Nations Country Plans
- Continue to build our understanding of tipping points and their role in navigating change
- Build values of environmental stewardship amongst an increasingly diverse community
- Broaden investment and contributions to natural resource management.

4.0 OUR VISION & PURPOSE

Vision: Resilient landscapes, thriving communities.

Purpose: Through its leadership and partnerships the Goulburn Broken CMA will improve the resilience of the Catchment's people, land, biodiversity and water resources in a rapidly changing environment.

5.0 OUR VALUES & BEHAVIOURS

Environmental Sustainability

We will passionately contribute to improving the environmental health of our catchment.

Safety

We vigorously protect and look out for the safety and wellbeing of ourselves, our colleagues and our workers.

Partnerships

We focus on teamwork and collaboration across our organisation to develop strategic alliances with partners and the regional community.

Leadership

We have the courage to lead change and accept the responsibility to inspire and deliver positive change.

Respect

We embrace diversity and treat everyone with fairness, respect, openness and honesty.

Achievement, Excellence and Accountability

We do what we say we will do, we do it well and we take responsibility and accountability for our actions.

Continuous learning, innovation and improvement

We are an evidence and science-based organisation and we test and challenge the status quo. We learn from our successes and failures and we are continually adapting using internal and external feedback from stakeholders and the environment. We are an agile, flexible and responsive organisation.

6.0 KEY RESPONSIBILITY AREAS

Key Responsibility Areas	Key Activities
6.1 Effective Communication	<p>6.1.1 Identify, engage and collaborate with a range of stakeholders to gain cooperation and assistance to achieve the objectives of the position.</p> <p>6.1.2 Influence team to take ownership of ideas and outcomes and ensure people understand each other's deliverables, and how each person impacts overall performance.</p> <p>6.1.3 Promote diversity of ideas, encourage ownership and innovation to achieve new or better outcomes.</p> <p>6.1.4 Prepare and deliver written and verbal reports on area of expertise and manage questions on strategy or plans to stakeholders for the GBCMA.</p> <p>6.1.5 Develop and approve complex reports and provide analysis on programs and projects to stakeholders for the GB CMA.</p>
6.2 Delivery of activities	<p>6.2.1 Identify and deliver relevant activities and actions aligned with the context of the position working in collaboration with others to ensure consistency and maintain skills.</p> <p>6.2.2 Identify risks and challenges to deliverables early and identify steps to resolve matters.</p> <p>6.2.3 Identify and implement changes to processes and systems to be more agile and respond to organisational requirements.</p> <p>6.2.4 Maintain data across multiple systems and sources to support the achievement of deliverables, reporting and for use by other employees.</p> <p>6.2.5 Participate on Committees, planning meetings, Government groups/committees or other meetings as directed by Program Manager.</p> <p>6.2.6 Ensure projects are delivered on time, to budget and meet the needs of stakeholders.</p> <p>6.2.7 Develop, oversee and where appropriate, implement management strategies and priorities to address key goals within the organisation and catchment.</p>
6.3 Business/Analytical	<p>6.3.1 Analyse and investigate legislative changes relevant to policies and procedures for the Authority and provide recommendations to update as required.</p> <p>6.3.2 Regularly review and maintain business records to meet Information management requirements as per organisational policy and regulatory requirements</p> <p>6.3.3 Identify opportunities to improve processes and systems, to increase performance and achieve results</p> <p>6.3.4 Develop and implement innovative options to lead the GB CMA business forward.</p> <p>6.3.5 Follow existing policy, regulation and frameworks.</p>
6.4 Managing & Leading	<p>6.4.1 Facilitate and monitor the activities of direct reports to achieve results to GB CMA standards and in accordance with policies and procedures.</p> <p>6.4.2 Establish communication methods to ensure the team, individuals and/or consultants are well informed, understand priorities and requirements.</p> <p>6.4.3 Develop and coach individuals and teams to achieve results.</p>

	6.4.4 Complete performance reviews, schedule team/individual meetings, encourage input and manage outcomes
6.5 Specific to the position	<p>6.5.1 Provide expert financial advice on complex and broad matters aligned with contemporary financial and accounting practices to the Corporate Program Manager, senior management and project managers.</p> <p>6.5.2 Lead the continuous improvement of accounting/finance systems and processes to meet obligations and lead system administration management of Statewide shared finance systems.</p> <p>6.5.3 Monitor performance against contractual obligations providing advice to Managers and identifying emerging issues.</p> <p>6.5.4 Ensure the delivery of accounting services in accordance with standards and policy including the reconciliations of assets, liabilities, key expenditure accounts, accounts receivable, accounts payable and project costing ensuring that the services meet business needs and requirements in line with the agreed timetable.</p> <p>6.5.5 Ensure budget and forecasts are developed for reporting and Corporate Plan.</p> <p>6.5.6 Oversee revenue invoicing, specifically State and Federal funding, in line with funding advices and in liaison with Business Development Manager and Corporate Program Manager.</p> <p>6.5.7 Provide advice and deliver training in relation to accounting/finance procedures and policies including purchasing, reporting and compliance requirements.</p> <p>6.5.8 Develop financial statements for the Annual Report.</p> <p>6.5.9 Oversee submission of BAS, FBT returns and other government reporting requirements.</p> <p>6.5.10 Responsible for financials for Board and Management Reports.</p>

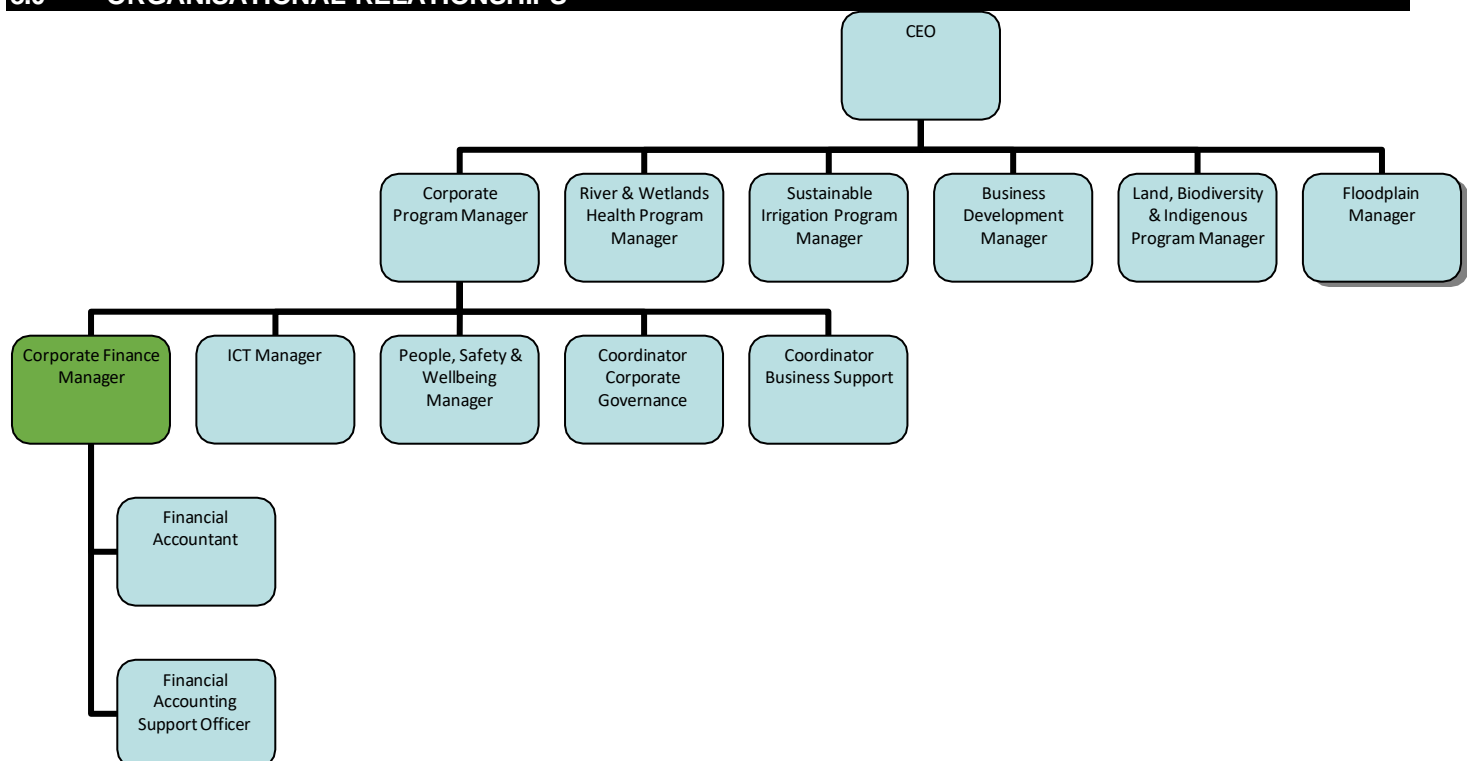
7.0 KEY PERFORMANCE INDICATORS

The position incumbent will undergo an annual performance assessment to enable performance review outcomes.

The performance review process will take into account:

- The role detailed in this document.
- Approved key performance indicators and process.
- Current program objectives

8.0 ORGANISATIONAL RELATIONSHIPS



Reports to:

Corporate Program Manager

Directly manages:
 Financial Accountant
 Financial Accounting Support
 Officer

Internal liaisons:
 Project Coordinators
 Program Managers

External liaisons:
 Government Departments and
 Agencies
 Community Organisations

9.0 SELECTION CRITERIA

9.1 Communication and Interpersonal	9.1.1 An approachable and open communicator able to engage stakeholders. 9.1.2 Able to apply skills and techniques of negotiating, including persuasive discussions. 9.1.3 Effective listener, able to hear stakeholder or organisational needs, sometimes complex in nature and navigate steps to desired outcomes 9.1.4 Proactively manages conflict, with open and honest approach and respectful communication. Will have difficult conversations and resolve matters, for the good of the working environment.
9.2 Project Management	9.2.1 Understands all aspects of project management and is able to provide information, guidance and advice to team and stakeholders. 9.2.2 Demonstrates successful leadership of the implementation of a range of projects and tasks, coordinate complex priorities and collaborate with diverse stakeholders.
9.3 Regulation, Legislation and Government	9.3.1 Demonstrated knowledge of government programs and projects, strategic documents and Acts relating to the positions. 9.3.2 Able to research, explain and define a range of legislation, regulation and policy positions. 9.3.3 Maintains own professional knowledge and skills.
9.4 Leadership	9.4.1 Ability to lead a team, or consultants, or other groups as defined. 9.4.2 Delegates activities with clear expectations and explanations, to develop individuals, giving others opportunity to perform tasks as appropriate. 9.4.3 Ability to adapt to change, remain positive in approach and role model behaviours. 9.4.4 Encourages and gives feedback, seeks out feedback from others. 9.4.5 Defines work required, allocates people to tasks, and follows progress. 9.4.6 Takes action on poor performance, identifying areas for improvement and measuring progress.
9.5 Qualification	9.5.1 Undergraduate degree or higher qualifications in Accounting or other relevant discipline. 9.5.2 Chartered Accountant/Certified Practising Accountant or equivalent accounting qualification highly desirable. 9.5.3 Experience in equivalent position, experience in a Government related entity highly desirable.
9.6 Specific	9.6.1 Proven intermediate to advance MS Office skills. 9.6.2 Must hold a current Victorian driver's licence.

OTHER RELEVANT INFORMATION

- 10.1** The successful applicant will be engaged pursuant to Goulburn Broken Catchment Management Authority Enterprise Agreement.
- 10.2** The incumbent may be required to attend a medical examination.
- 10.3** Whilst in the employ of the Authority an officer shall not engage or undertake to carry out for a fee, reward or payment any private contracting work unless with written permission of the Chief Executive Officer and /or Authority as applicable.

11.0 OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITY

We care about the safety and wellbeing of our team.

The Corporate Finance Manager must adhere to all OH&S obligations as per the GBCMA OHS Manual & Policy Statement. Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. Employees have a responsibility to:

- Report any incident or hazards at work to their manager or supervisor.
- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
- Obey any reasonable instruction aimed at protecting their health and safety while at work.
- Use any equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.

- Consider and provide feedback on any matters which may affect their health and safety.
- Ensure they are not so affected by alcohol or another drug to endanger their own or any other persons' health and safety.

13.0 FINANCIAL DELEGATION

The position has no financial delegation.

14.0 POSITION CATEGORY & VEHICLE ALLOCATION

In accordance with HRM 047 – Vehicle Allocation Procedure the position is classified as a Category 3 position.

15.0 SALARY

The salary will be consistent with the Band SEO classification as per the Goulburn Broken CMA Enterprise Bargaining Agreement with superannuation paid in addition at the current Superannuation Guarantee amount.

This position includes a vehicle for full private use within the salary package, requiring a salary deduction in line with the Authority's vehicle policy.

16.0 PRIVACY

The GB CMA collects personal information in accordance with the Victorian Information Privacy Act 2000. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

The Goulburn Broken Catchment Management Authority is an Equal Employment Opportunity employer, provides a smoke free work environment and is committed to the health and safety of its employees.

The Goulburn Broken Catchment Management Authority promotes Work & Lifestyle Friendly options wherever possible.