




POSITION DESCRIPTION

TITLE: MANAGER CORPORATE SERVICES

LEVEL: MANAGEMENT CONTRACT

RESPONSIBLE TO: GENERAL MANAGER BUSINESS EXCELLENCE

Position Status:	Contract Term (3 Years)
Position Approved by: 	<u>04/10/2022</u>
Maxie Smith, General Manager Business Excellence	Date:

POSITION OBJECTIVES:

This position is responsible for managing and successfully delivering corporate objectives of Finance, Customer Service and Information, Communications and Technology (ICT) business functions.

The Manager Corporate Services ensures the day-to-day operations of the business functions are met combined with critical analysis of business improvement projects and statutory reporting obligations as per the Local Government Act.

KEY RESPONSIBILITIES:

- Ensure the provision of financial management and reporting activities to the council including Monthly Management Reporting, Annual Financial Statements, and other reporting as required.
- Prepare Council's Municipal, Long Term Financial and Strategic plans.
- Ensure the development and implementation of financial and internal Control policies.
- Ensure compliance with statutory and reporting requirements as required.
- Oversee the accounting and reporting system and ensure data integrity.
- Oversee all grant agreements and acquittals.
- Contractor management for Council's Information, Communications and Technology business unit.
- Lead and develop the front reception customer service business unit.
- Review existing business models for Finance, ICT and Customer Service, with a view to improve efficiency and capitalise on strengths and opportunities.
- Be an astute finance advisor to staff, the Executive Team and Council Members.
- Take a lead role in designing and executing financial strategies.
- Perform other duties as assigned by the General Manager Business Excellence.

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Accountable to the General Manager Business Excellence for the performance of key responsibilities outlined in the Position Description in accordance with established budget and policy guidelines.

JUDGEMENT AND PROBLEM SOLVING:

- Ability to resolve complex problems through analytic reasoning and integration of wide-ranging information.
- Ability to exhibit high level independence in determining the direction of and approach to issues.

SPECIALIST KNOWLEDGE AND SKILLS:

- Strong strategic financial skills coupled with sound financial accounting knowledge.
- Extensive understanding and knowledge of all areas involved in finance.
- Demonstrated experience with customer service process improvements.
- Project management skills to manage the corporate service delivery of the ICT business unit.
- Extensive knowledge and skills in the development, maintenance and monitoring of significant budgets and financial procedures.
- Demonstrated understanding of computer systems and applications relating to financial management and reporting.

MANAGEMENT SKILLS:

- Ability to provide leadership and effectively manage direct reports to achieve strategic goals.
- Ability to generate innovative approaches in deploying resources, addressing challenges and in improving services.

INTERPERSONAL SKILLS:

- Ability to lead, motivate and develop direct reports.
- Ability to develop a positive team culture and contribute positively to Council's corporate culture.
- Able to present confidently at various forums.

QUALIFICATIONS AND EXPERIENCE:

- Degree in Accounting, Commerce or Business-related discipline and or demonstrated substantial experience.
- A member of either CPA Australia (CPA), the Institute of Chartered Accountants Australia and New Zealand (CA), or the Institute of Public Accountants (IPA).

KEY SELECTION CRITERIA:

- Degree in Accounting or Commerce or Business-related discipline. Membership of CPA, CA, or IPA.
- Demonstrated experience in leading and managing business functions of Finance, Customer Service and ICT.
- Experience in the preparation of long-term financial plans, budgets, and finance strategies.
- Experience in writing reports and designing effective policies.
- Knowledge or experience of the Northern Territory Local Government Act or other Local Government.
- Demonstrated values-based leadership skills and proven ability to motivate and mentor staff to achieve organisational outcomes.
- Highly developed interpersonal, negotiation and influencing skills along with a proven ability to develop and sustain relationships with key stakeholders.
- High level Microsoft Office skills.
- Undergo pre-employment assessments including a Criminal History Check. A Current Northern Territory Drivers Licence or ability to obtain one.

CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee:

Date: