

**JOB DESCRIPTION****TITLE:** Finance Program Leader**LEVEL:** Level 6 - 7**RESPONSIBLE TO:** Director Corporate and Community

Position Status:	Full time
Position Approved by:  Stephen Hoyne, Chief Executive Officer	<u>30/10/2025</u> Date:

POSITION OBJECTIVES:

This position is responsible for managing and successfully delivering financial objectives and ensuring all financial records are accurately entered and maintained.

The Finance Program Leader ensures the day-to-day operations of the business functions are met combined with 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 and other reporting as required.
- Assist in the preparation of Council's Annual Financial Statements, Municipal, Long Term Financial and Strategic plans.
- Assist in the development and implementation of financial and internal Control policies.
- Ensure compliance with statutory and reporting requirements as required.
- Assist in overseeing the accounting and reporting system and ensure data integrity.
- Assist in overseeing grant agreements and acquittals.
- Review existing business models for Finance, 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.
- Day to day management of the Finance team.
- Other duties as directed within the skills and abilities of a position at this level.

CLASSIFICATION CRITERIA**AUTHORITY AND ACCOUNTABILITY:**

- Accountable to the Director Corporate and Community for the performance of

key responsibilities outlined in the Position Description in accordance with relevant legislation and standards, established budget and policy guidelines;

- Responsibility for making recommendations on Council's behalf internally and externally within established policy guidelines; and
- Responsible for ensuring that all requirements for WHS, EEO and other legislative and regulatory responsibilities are observed.

JUDGEMENT AND PROBLEM SOLVING:

- Make decisions on all matters that are within the responsibility of the position provided that these decisions are within any legislative requirements or Council policies/ procedures, relevant standards and within budget;
- Relevant guidance and counsel will be provided by the Manager Corporate Services and is available within the time required to make a decision;
- Be able to apply a flexible approach to working with community groups, organisations and individuals; and
- Provide accurate advice and make informed decisions based on up-to-date knowledge and information.

SPECIALIST KNOWLEDGE AND SKILLS:

- Sound knowledge of financial accounting principles and concepts;
- The ability to prioritise tasks and manage time effectively;
- Excellent communication skills;
- Highly developed record keeping and administration skills;
- Ability to maintain confidentiality in the handling of all information;
- Well-developed problem-solving skills and the ability to exercise sound judgment; and
- The ability to work as both part of a team and independently.

MANAGEMENT SKILLS:

- Ability to manage own time by setting priorities, planning and organising of own work;
- Ability to work with minimum supervision and successfully coordinate and complete work within deadlines;
- Ability to coordinate work commitments and meet agreed objectives and timelines; and
- Ability to utilise initiative in researching and analysing information.

INTERPERSONAL SKILLS:

- Excellent written and oral communication and customer service skills;

- Demonstrated capacity to adapt to changing circumstances and to be flexible in your approach to meeting challenges; and
- Ability to communicate effectively with internal and external stakeholders.

QUALIFICATIONS AND EXPERIENCE:

- Degree level Accounting qualification preferred, with support to obtain CPA or CA negotiable; or
- Consideration will be given to Diploma qualification with experience in Accounting or Financial Management or related discipline.
- Prior experience managing small teams and coordination of staff will be highly regarded.

KEY SELECTION CRITERIA:

- Degree level Accounting qualification preferred, with support to obtain CPA negotiable or with experience in Accounting or Financial Management or related discipline;
- Demonstrated experience in establishing procedures and interpretation of Accounting Standards and legislation;
- Experience and knowledge of financial accounting processes;
- Excellent customer service skills;
- Well-developed interpersonal, negotiation and conflict resolution skills;
- Highly developed record keeping, administrative and time management skills;
- Ability to work autonomously and in a team environment;
- High level organisation and problem-solving skills;
- Proficient in the use of Microsoft Office Suite programs;
- Commitment to Workplace Health and Safety regulations and principles;
- Successfully undergo a pre-employment assessment including a Criminal History Check.
- Current Northern Territory Driver's License (Class C minimum).

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