

# BARKLY REGIONAL COUNCIL



## Chief Financial Officer (110000)

### 1. Position Objectives

The Chief Financial Officer will be responsible for developing and maintaining relevant financial and corporate support services that ensure Council's probity, transparency, and accountability. You will be responsible for the sound financial management of the Council and for ensuring Council's governance obligations are met.

The Chief Financial Officer will lead a team made up of the Council's Finance, Governance and Records, Information and Communication Technology, and Workplace Health & Safety teams.

### 2. Key Responsibilities

#### People

- Lead, inspire, and manage the team to achieve identified KPI outcomes.
- Manage risk, budget, resources, and facilities associated with Corporate Services Directorate, including ensuring that relevant grants and subsidies are applied for, managed, and properly acquitted.
- Foster innovation and build a high-performance team that is results orientated.
- Monitor various service contracts for compliance with established performance levels, follow up, and ensure the correct action is taken as necessary.
- Ensure that all performance appraisals are completed by the set deadlines.
- Maintain close operational relationships with all members of the Executive Leadership Team.

#### Strategy

- Conduct research, analyse, and prepare financial policies and procedures for Council's determination.
- Coordinate the various inputs to the long-term financial strategy and annual budget formulation functions to ensure integration and alignment of financial data for financial planning purposes.
- Implement and maintain financial systems and procedures, including electronic systems to serve the Council reliably, accurately, and efficiently.

#### Planning and Strategy

- Assist in formulating the organisation's future direction and supporting strategic initiatives.
- Develop financial and tax strategies.
- Manage the capital request and budgeting processes.
- Develop, regularly review and refine the long-term financial plan/strategy and annual budgeting process ensuring financial balance and effective monitoring processes are in place as required under the Local Government Act and Regulations.
- Develop models, systems, and processes that maximise the financial performance of all revenue streams.
- Develop financial performance measures and monitoring systems that support the organization's strategic direction.

## **Financial Responsibilities**

- Lead the development, implementation, and review of key financial strategies, plans, and reports for Council including the Annual Budget, Long Term Financial Plan, Rating Strategy, Annual Financial Statements, and other key financial planning and reporting requirements.
- Manage the finance and accounting activities of the finance division to ensure compliance with the NT Local Government Act and Australian accounting requirements.
- Provide expert advice and information on financial issues to the Council, its executive, and their officers.
- Develop and continuously improve systems and procedures to service the Finance Section.
- Supervise the preparation of reports to the Council with recommendations on financial systems applications, including the formulation of appropriate financial policies.
- Prepare statutory financial reports including Annual Financial Statements and regular financial performance reports to Council and its organisation and reports to external bodies.
- Ensure Council's compliance with requirements concerning payroll, the remittance of tax, including employees' withholding tax, BAS, FBT, and GST.

## **Risk Management**

- Understand and mitigate key elements of the organisation's risk profile.
- Monitor all open legal issues involving the organisation, and legal issues affecting the sector.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Ensure that the organisation complies with all legal, regulatory, contract, lease and grant requirements.
- Ensure that record-keeping meets the requirements of the various Acts and Regulations.
- Maintain a Risk Register and report risk issues to the Audit and Risk committee.
- Oversee the Workplace, Health and Safety function within Council.
- Maintain relations with external auditors and investigate their findings and recommendations.

## **Other**

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by your manager.

## Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

## 3. Key Accountabilities

- Assist in developing the organisation's long-term financial planning/strategies, including budgeting processes, to ensure financial balance and effective monitoring as per regulatory requirements.
- Provide leadership and management and maintain strong relationships with the Executive Management Team to influence key operational decisions.
- Ensure timely preparation and presentation of all required financial information, including monitoring cash flow and reporting results to elected members, while complying with legal and regulatory obligations.
- Identify and mitigate risks, maintain reliable control systems, and ensure compliance with legal, regulatory, and contractual obligations, including oversight of insurance coverage and audits.
- Establish and maintain effective relationships with internal and external stakeholders, manage vendor partnerships, and coordinate with external auditors to ensure accurate and timely audit processes.

## 4. Organisational Relationship

<b>Position Title:</b>	Chief Financial Officer (1100000)
<b>Reports to:</b>	Chief Executive Officer (1000000)
<b>Department:</b>	Office of the CEO
<b>Supervises:</b>	Management Accountant Manager Governance and Policy Manager Grants Manager WHS IT Coordinator Records Officer
<b>Internal Liaison:</b>	Elected Members Executive Leadership Team Senior Management Team

Audit and Risk Committee  
Other Council Staff  
**External Liaison:** Government and Non-Government Representatives  
External Auditors  
Rate Payers, Residents, and Visitors

## 5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Exemplary ethical standards and personal integrity.
- Strong interpersonal skills and the ability to build and maintain positive workplace relations.
- A strong commitment to teamwork and collaboration.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

## 6. Essential Criteria – Qualifications, Skills, and Experience

1. Tertiary qualifications in finance and CPA/CA accreditation with senior leadership experience overseeing large budgets.
2. Senior level financial management expertise, including payroll, taxation, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements.

3. Ability to operate strategically with an ability to problem solve, support and understand challenges at the operational level.
4. Significant leadership and management experience in working with, advising and/or supporting the CEO and Elected Members.
5. Proven stakeholder relationship management – ability to build relationships and strategic partnerships with stakeholders including key government, non-government and statutory agencies such as the ATO.
6. Excellent interpersonal skills, diplomacy and political nous.
7. Superior problem-solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.
8. Strong organisational, negotiation and project management skills.
9. Senior leadership and people management expertise.
10. Commitment to actively work as part of an executive leadership team.
11. Current Driver's Licence.
12. Current National Criminal History Check (within the last 3 months).
13. Current Northern Territory Working with Children Clearance (Ochre Card).

## 7. Desirable Criteria

1. A graduate of the Australian Institute of Company Directors (AICD).

## 8. Package Terms & Additional Benefits

<b>Classification:</b>	Common Law Contract
<b>Term of Contract:</b>	3 Years
<b>Annual Salary:</b>	\$190,000.00
<b>Annual Leave:</b>	6 weeks
<b>Leave Loading @ 17.5%</b>	\$3,836.54
<b>Superannuation (SCG):</b>	11.5% (\$21,850.00 per annum)
<b>Additional Super:</b>	1.0% (\$1,900.00 per annum)
<b>Ongoing Education:</b>	\$5,000.00
<b>Private Vehicle Use:</b>	Within Northern Territory (nominal value \$15,000)
<b>Furnished Housing:</b>	Tennant Creek (nominal value \$18,720.00)
<b>Utilities:</b>	Nominal value \$3,500.00
<b>Internet:</b>	Nominal value \$1,668.00

**9. Certification**

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
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Chris Kelly  
**Chief Executive Officer**

11 / 11 / 2024  
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**10. Acceptance**

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date