

Position Description

Manager Finance

Updated: August 2026

Position Details

Position No:	500 349
Department	Financial Services
Employment Status:	Permanent Full Time
Reporting to:	Chief Financial Officer
Direct Reports:	1-3
Indirect Reports:	1-5
Financial Delegation:	\$10,001 to \$100,000
Band/Level	Professional/Specialist Band 3, Level 4
Grade:	Grade 18
Allowances	Leaseback Vehicle Available

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

The Manager Finance provides leadership and specialist direction in areas including financial and management accounting, financial asset management, rates and revenue, taxation and accounting standards and legislation, and financial risk management.

Executive Management roles have been designed to manage the multiple functions within a directorate and to work strategically across the organisation to ensure that the priorities and values of Council are delivered and communicated in a coherent and prioritised manner.

The Executive Management team will work as a highly collaborative unit who will be expected to develop innovative and agile methods in line with Council's mission "To deliver progress and value to the community" and six core values of community, innovation, integrity, respect, safety and teamwork.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.



Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. Lead and manage the Finance and Revenue team, ensuring the efficient delivery of financial, accounting and revenue services.
2. Deliver Council's statutory financial reporting obligations, including annual financial statements, taxation, regulatory returns and other legislative reporting requirements in accordance with Australian Accounting Standards and Office of Local Government requirements.
3. Coordinate Council's financial planning and reporting processes, including the annual budget, long-term financial planning, capital budgeting, monthly management reporting and grant acquittals.
4. Maintain effective financial governance and internal controls, ensuring compliance with legislation, policies and sound financial management practices.
5. Manage Council's internal and external audit processes, coordinating audit activities, implementing recommendations and maintaining strong compliance frameworks.
6. Provide high-quality financial analysis supporting the Executive and Connected Leadership Team with financial advice, modelling, performance reporting for a full range of business solutions.
7. Manage Council's treasury and investment operations, including cash flow forecasting, investments borrowings and banking activities.
8. Drive continuous improvement across finance functions, enhancing systems, processes, reporting tools and financial practices to improve efficiency, service delivery and organisational performance.
9. Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act*.
- Identify, assess and treat risk relevant to the position.
- Monitor the implementation of the Work Health Safety Management System (WHSMS) in the work area.



- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Management Accountabilities

- Champion Council's vision and the organisation's mission, modelling behaviours which support and align with Council's values.
- Ensure the effective and efficient operation of the Branch and monitor performance to ensure it meets operational and Budget allocation requirements.
- Maintain and enhance relevant internal controls, policies and procedures to ensure legislative and organisational compliance and promote better practice.
- Build, promote and sustain a culture within the Branch that enables effective teamwork, collaboration and continuous improvement.
- Regularly appraise staff performance and provide constructive feedback and ensure ongoing development in accordance with Council's performance review system.
- Ensure staff are suitably trained and establish a training and development plan for staff with an emphasis on succession planning.
- Actively contribute to the development, implementation and performance monitoring of Council's Integrated Planning and Reporting (IPandR) framework.
- Implement projects, programs and activities assigned to the Branch in the annual Operational Plan, subject to the allocated Budget.
- Provide timely and professional advice and reports to the Council, Council Committees and the Executive Leadership Team on projects, programs and activities assigned to the Branch.
- Provide full reports to Council, Council Committees and the Executive Leadership Team in a timely manner, ensuring reports are presented in a neutral framework with full disclosure of all relevant material and implications, including an evidence-based recommendation.

Position Requirements

Essential

1. Degree in Accounting, Finance, Business, Commerce, or relevant tertiary education.
2. Chartered Accounting (CA) and/or Certified Practising Accounting (CPA) post-graduate qualifications.
3. Demonstrated experience managing audits and preparing annual financial statements.
4. Strong knowledge of accounting software and Microsoft Excel.
5. Demonstrated experience in managing accounting, tax, and statutory compliance requirements.
6. Strong interpersonal and communication skills with demonstrated experience working collaboratively and influencing across multiple stakeholder groups.
7. Demonstrated experience writing technical correspondence, reports and submissions requiring complex analytical review.
8. Demonstrated problem solving skills through investigation, analysis, and evaluation.
9. Demonstrated staff management experience, with proven track record leading, developing, and supporting staff to achieve work targets and objectives efficiently and effectively.
10. Current and maintained NSW Drivers Licence.
11. Current and maintained National Police History Check.



Desirable

1. Knowledge of the role, functions and responsibilities of Local Government.
2. Local Government experience in a management role.
3. Project Management qualifications.
4. Understanding of procurement policies and procedures.
5. Understanding of contract management, policies and procedures.

Key Relationships

Who	Why
Internal	
Chief Financial Officer	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Reporting Staff	• Develop work plans and review progress, provide direction, and manage performance and productivity. • Identify training and development needs. • Resolve and provide solutions to issues.
General Manager and Executive Leadership Team	• Provide timely, trusted, and expert advice on financial related issues, systems, policy, process, standards, and legislation.
Council Staff	• Provide expert advice on a range of Finance related issues and strategies. • Manage expectations and resolve issues.
External	
Government Departments and Agencies	• Provide expert advice on a range of Finance related issues and strategies. • Develop and maintain effective and collaborative working relationships.
Consultants and Contractors	• Engage, manage, and monitor progress as required.
Customers	• Provide friendly, responsive, accurate and consistent information, advice, and service. • Manage expectations and resolve issues.



Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at <https://capability.lgnsw.org.au/>

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Advanced
	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
Relationships 	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results 	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
Resources 	Finance	Highly Advanced
	Assets and Tools	Highly Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Adept
Workforce Leadership 	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced



Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name:

Signature:

Date://



ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Managers	
May include: Numerous Managing positions across directorates	
Are responsible for implementing and monitoring WHS within their area of responsibility, duties include:	
Responsibility	Performance Measure
1. Ensure all reasonable steps are taken to implement Council's WHS policy and procedures to meet WHS legislative requirements.	– WHS resourcing is evident in department/area budgets in line with planned actions from the WHS risk register for the area, and strategic planning objectives. – WHS training is identified in annual performance reviews, and review of the WHS risk register, and communicated to HR for scheduling. – WHS policies and procedures are accessible to all workers. – Provide support to Supervisors to implement and uphold WHS policies and procedures on a daily basis. – Requests, complaints and issues are addressed following the WHS issue resolution process in a timely manner. – Contribute to employee induction and ensure all employees are inducted and periodically re-inducted. – Develop and implement Site Specific Safety Management Plans as required.
2. Personal commitment to workplace health and safety	– Compliance with WHS policy and procedure is personally demonstrated daily. – Participation in formal and informal discussions; workplace visits and incident investigations. – Develop relationships with HSRs within your area of responsibility. – Evidence of attendance at WHS meetings and professional development activities as required.
3. Provide timely, up to date, relevant WHS information to all workers in area of responsibility.	– Lead and document periodic department/area/team meetings with WHS as a standard agenda item. – Ensure changes in WHS policies, procedures and work instructions are clearly documented and communicated and explained to all workers in a timely manner. – Support workers in attending and participating in WHS training and WHS meetings. – Distribute industry relevant WHS information as it comes to hand. – Ensure structured job specific induction training is provided to new employees and scheduled at least every two years as a refresher, documented and records sent to HR.



Managers	
May include: Numerous Managing positions across directorates	
Are responsible for implementing and monitoring WHS within their area of responsibility, duties include:	
Responsibility	Performance Measure
4. Monitor the implementation of the WHSMS in your area of responsibility	– In consultation with workers, annually review the department's/area's WHS risk register, update and produce corrective actions. – Coordinate the review and update of SWMSs and SOPs in-line with changes to the WHS risk register annually. – Review all incident investigation reports and implement improvement action. – Ensure incident notification process is followed by reviewing a sample of notifications each month. – Conduct at least one contractor inspection every quarter - if applicable – Conduct a project site inspection at least every month of the life of the project - if applicable – Schedule and coordinate workplace inspections in consultation with all workers and relevant HSRs for the area(s). – Conduct and document one WHS "Go See" observation of your area of responsibility every week. – Review all WASPs received for checking every month and address any anomalies found. – Evidence of regular liaison with area HRS(s).
5. Report on WHS performance.	– Prepare a monthly report on progress of actions from departmental/area WHS risk register and conformance with Managers WHS KPIs. – Contribute to the WHS monthly report on progress of actions from incident notifications/investigations and inspections and audits conducted.
6. Ensure safe equipment and plant is provided and maintained.	– Evidence of completed action plans and purchase requests. – Evidence of budgeting for renewal of equipment and safety supplies.
7. Assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.	– Evidence of attendance at meetings as required. – Evidence of signed Recover at Work plans. – Evidence of contribution to development of meaningful alternative duties as required.



ANNEXURE B - Organisational Chart

