



APPLICANT PACK

Finance Business Partner

Shoalhaven City Council



Shoalhaven
City Council

CONTACT

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[Attachment: Position Description](#)

We respectfully acknowledge the Traditional Owners, the Wodi Wodi and Wandandian people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.

Chief Executive Officer's Message

Our workforce is our greatest asset, and we pride ourselves on our people.

We all bring our own unique experiences, skillsets and perspectives to Council which help us to create a diverse, thoughtful and robust workforce. Our teams are talented and inclusive, where minds meet to discuss, deliberate and work together towards better outcomes for our community – with our community being at the heart of everything we do.

Here at Shoalhaven City Council, we expect our staff to provide exceptional customer service. Whether you are interacting with elected officials, a member of the community, a local community group, with businesses, contractors or internally with other staff members; a commitment to the delivery of exceptional customer experience is essential.

Council's role is to provide services, infrastructure and facilities for our local community; and our customer service is the direct link between us and the community. It is imperative that our customers feel valued and respected in every interaction they have with us – in whichever form they choose.

Our customer service is also a reflection of our values here at Shoalhaven City Council and you will quickly come to identify these values as you commence in your position. Our Core Values of Respect, Integrity, Adaptability and Collaboration were created after extensive consultation with staff on what values are important to us as employees and as local government representatives.

Our Core Values, in addition to our Code of Conduct, hold us all accountable for our behaviour and actions which must at all times be ethical, lawful and of course customer centric.

The safety of yourself and others is paramount to us here at Council and we take incident and hazard reporting very seriously. Safety is everyone's responsibility, and we acknowledge the diversity of our workplaces across the organisation. In each workspace, whether it is as part of a road crew working in various locations throughout the city, an office worker in an administration building, or a swim instructor in our leisure centres, all staff deserve to feel safe and protected in their role and environment at Council.

We also pride ourselves on the training and development opportunities available to staff and we actively encourage staff professional development. Council supports staff to maintain a healthy work- lifestyle, with initiatives in place such as our fitness passport, which allows staff more affordable access to fitness facilities, and our employee assistance program - a free phone counselling service available to all Council staff and their families.



Stephen Dunshea
Chief Executive Officer



The Role

Shoalhaven City Council is now seeking a Finance Business Partner with a focus on natural disasters on a one-year contract basis.

The Shoalhaven geographical area has been significantly impacted by natural disasters. There have been major bushfires, followed by flooding, leaving substantial disaster recovery projects to be completed.

The Finance Business Partner will provide financial support to council's Natural Disasters business units by monitoring performance of council's disaster recovery projects and assisting in preparation and review of budgets and financial plans.

The Finance Business Partner-Natural Disasters position is a fresh, grant-funded role with an initial contract term of 12-months. As the position is newly created, it presents an opportunity for the successful candidate to shape the role and truly make it their own.



Key Responsibilities

Financial Support – Natural Disasters

The Finance Business Partner will provide critical financial functions to support the natural disasters team.

The role operates under the direction of the newly appointed CFO and works in collaboration with the broader team including business support and project managers.

The role will be focused on providing the financial reports, budgets, forecasts and planning to support the council's Natural Disasters team, ensuring close oversight and management of grant funded activities.

Grant Funding

The Finance Business Partner – Natural Disasters must have a thorough understanding of grant funding. They will be required to manage and optimise the use of grant funds to complete disaster recovery projects.

Process Development

The incumbent will be required to be self-motivated, with the ability to identify best practices and processes and establish a framework to drive financial support functions within the natural disasters team.

Sustainability and Compliance

The Finance Business Partner – Natural Disasters will remain up-to-date with financial regulations and standards to ensure compliance.

Key Projects

The Shoalhaven geographical area has been significantly impacted by natural disasters. There have been major bushfires, followed by flooding, leaving substantial disaster recovery projects to be completed. The Finance Business Partner will provide the necessary support from inception to completion, ensuring the efficient use of grant funds.

Challenges and Opportunities

The primary challenge in this role will be advancing progress in the finance function. The incoming individual will need to take over from where things are currently left off. However, systems and support are available to facilitate this transition if needed.

The position offers an opportunity for a candidate who wants to take on meaningful work that will make a true difference to the local community.





Stakeholder Engagement

- CFO and Finance Department
- Project Managers and Department Unit Managers
- Relevant stakeholders as required across the organisation.
- Government agencies providing grant funding through financial reporting functions.

The Team

The role operates within a team of six finance business partners, each of which has a defined financial function to deliver to various departments within council. The team is comprised of professionals who can fulfill the requirements of their roles.

The Culture

Council is currently going through a change process after running a climate survey and identifying improvements to be implemented to create a supportive culture. Overall, Council is community-focused and is committed to promoting a strong culture of safety. Shoalhaven City Council is anticipating further positive changes with the appointment of a new CEO, anticipated in the early 2024.



Qualifications, Skills & Attributes

- Tertiary qualification in Finance, Business, Commerce or related discipline.
- Strong time management and prioritisation skills.
- Knowledge of current legislation and contemporary financial accounting concepts.
- Ability to produce, analyse and present complex financial information.
- Self-motivated with the capability to quickly understand the current stage of the process, evaluate needs and determine the necessary actions to be taken.
- Driven in the workplace by contributing to the local community.
- A high-level communicator with the ability to convey financial concepts in plain terms.
- Ability to work and collaborate within a team as well as work autonomously with little direction.
- Ability to identify and resolve financial issues, ensuring the smooth operation of projects.



Salary Package Information

Shoalhaven City Council employee benefits include:

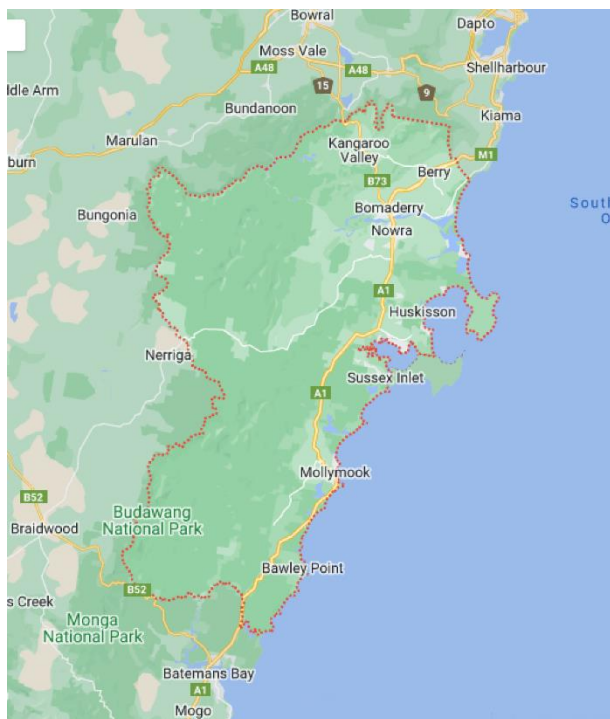
- 1 year contract.
- Base salary \$93 592 - \$106 297 pa.
- Up to 12% superannuation.
- Flexible working arrangements.
- Fitness passport.
- 4 weeks annual leave.
- Training and development opportunities.
- Employee Assistance Program (EAP).

Shoalhaven is located on the South Coast of New South Wales and offers an ideal balance between a relaxed coastal lifestyle and the convenience of urban living. The area has stunning beaches and natural parks to explore. Shoalhaven is a supportive and growing economic community that allows for the perfect work-life balance.



About the Region

Shoalhaven City Council covers an area of approximately 4,567 square kilometres and home to approx. 108,000 people. Shoalhaven is framed by mountains, coastal plains and 100 magnificent beaches.



Shoalhaven is located about 200 kilometres south of Sydney and includes 49 towns and villages with the vast majority of the population located in the north-east around Nowra, Jervis Bay and Sussex Inlet.

Shoalhaven City is located in the south-eastern coastal region, bordered by mountains, coastal plains and beaches. The area boasts a number of lakes and inlets, surf beaches, tidal and beach fishing, boating and watersports.

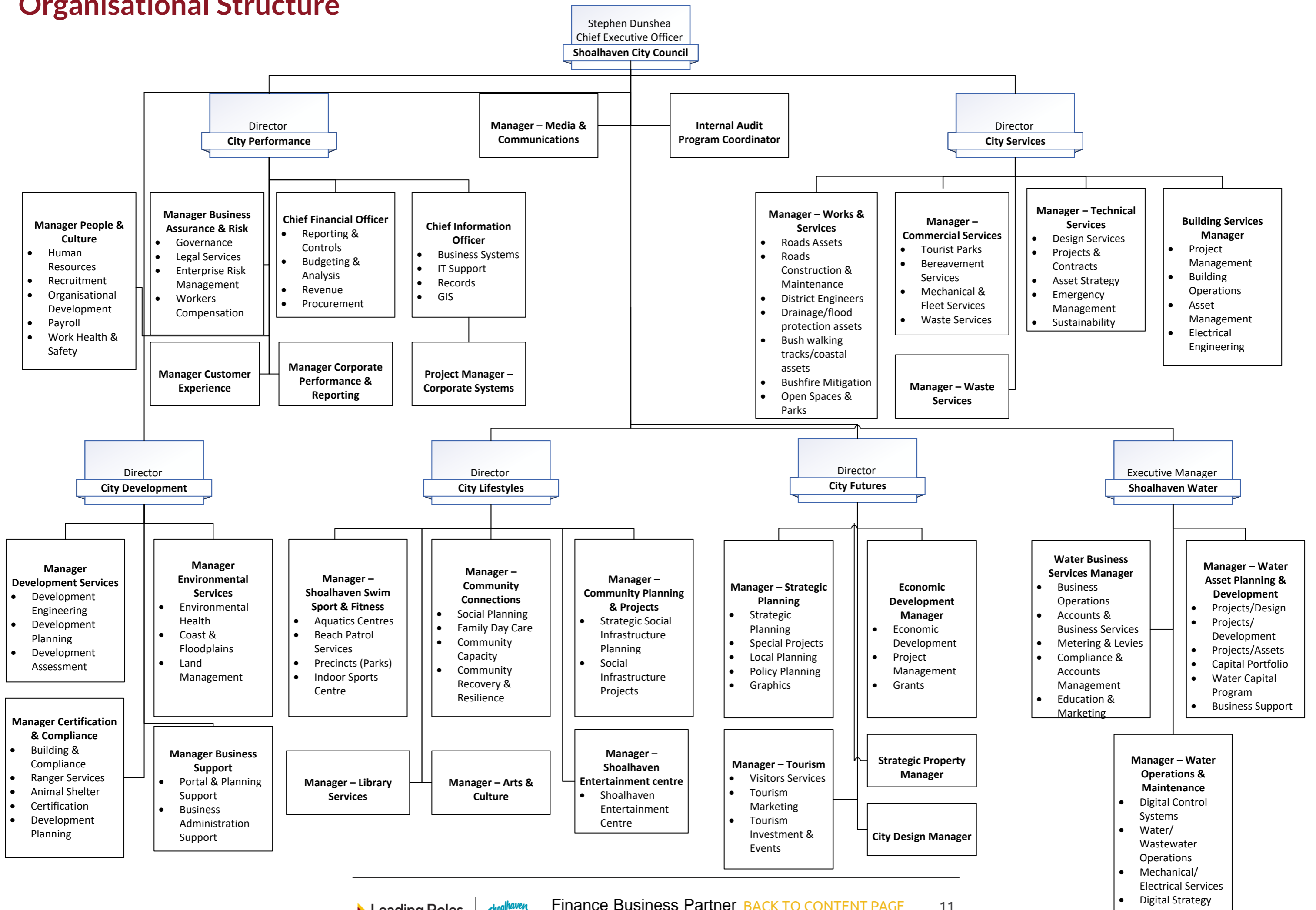
Key employment sectors include health care and social assistance, accommodation and food services, and education and trade. Industries include manufacturing, tourism, dairy farming, commercial fishing and a growing wine industry. Navy bases HMAS Creswell and HMAS Albatross are located in the area.

Council is composed of thirteen Councillors, including the popularly elected Mayor.

Links to Council Information



Organisational Structure





Living in the Region



Housing

There is a diverse range of housing choices in the Shoalhaven including town centres, coastal, rural and bushland.



Educational Facilities

Education is well serviced in the region offering a wide range of education and training opportunities. All levels of education are provided for from childcare to private and public schools, vocational, TAFE and University Courses.



Healthcare

There are excellent health services in the region with the Shoalhaven District Hospital and the private hospital in Nowra. Medical specialists visit the region regularly, with the larger centres of Wollongong (approx. 1 hour) and Sydney (approx. 2 hours) offering a wider range of specialist services.



Living in the Region



Shopping & Dining

Shoalhaven has many options for local dining from local cafes, fast food and restaurants, you will be spoiled for choice. With lush coastal plains, mountains and some of the best fishing in Australia, you will find a variety of locally sourced and grown produce. There is a wide variety of shopping experiences throughout the region including major retailers, boutique stores and galleries to name a few.



Sports & Recreation

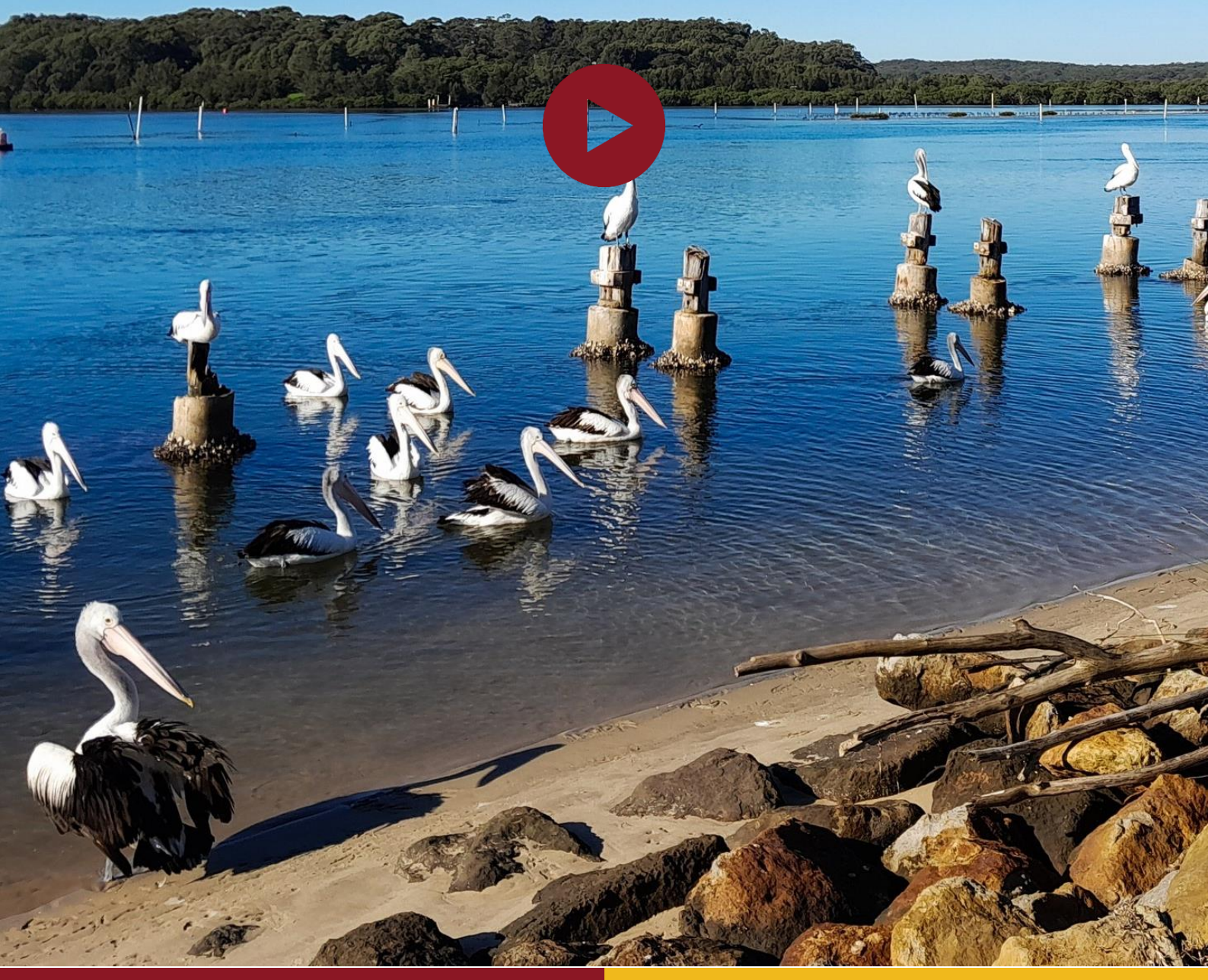
There are plenty of opportunities for sport and recreation in the region with art galleries, wineries, sporting clubs, local parks and of course the beautiful beaches.



Getting Around

Shoalhaven is located approximately 2 hours drive from Sydney by car. Public transport includes a rail station at Bomaderry, and a local bus service that operates from Nowra and Ulladulla and includes services for workers, school students and shoppers.

Discover Shoalhaven



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Prior experience in financial functions including budgeting, analysing, reporting and forecasting.
- Understanding of grant funding including application, management, compliance and reporting.
- Excellent written and verbal communication skills. Ability to effectively liaise with team members, project managers and other stakeholders.
- Demonstrated ability to work independently, identify progress and drive processes forward.
- Tertiary qualification in Finance, Business, Commerce, or related discipline and working experience within a government setting, preferably at local government level.



Applications Open

- Week Commencing
Monday 11 March 2024



Applications Close

- 5pm Tuesday 26 March 2024



Initial Assessment

- Week Commencing 25 March 2024



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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 Angie.Simmonds@leadingroles.com.au



Leading Roles

People ▶ Performance ▶ Partners

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ATTACHMENT

Position Description

Job Description

Position Details			
Title	Financial Business Partner	Position #	S12233
Grade	11	Band/Level	3/2
Directorate	City Performance	Department	Finance
Team	Budgeting & Analysis	Location	Nowra
RT	Temporary, Fixed-Term	Hours	35
Reports to	Manager Budgeting & Analysis	Supervisor Position #	S10074
# of Direct Reports	Nil	# of Indirect Reports	Nil
Applicable Allowances	Nil	Vehicle - Operational or Leaseback (discretionary benefit)	No

Primary Purpose of the Position

Provide professional financial support to council's directorates and business units by monitoring performance and assisting with the preparation and review of budgets and financial plans, monthly reports and KPI development and analysis, as is applicable to a grant fund environment (Natural Disasters).

Selection Criteria

Essential Qualifications, Licences and Experience

- Degree in Business, Commerce or equivalent
- Class C Driver's Licence
- Proof of Australian residency or citizenship, or authority to work in Australia (visa)

Essential Teamwork and Customer Service Skills

- Ability to consult, share information, work collaboratively, and foster effective strategic relationships with people at all levels of Council.
- Ability to demonstrate customer service values
- Highly developed written and oral communication skills to the extent necessary to provide management reports and other relevant financial information
- A highly developed understanding and ability to use computer applications, particularly Microsoft Excel

Essential Technical Skills

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Experience in financial management including preparing budget estimates, management reports, and financial analysis, pricing strategies and monitoring performance within a large organisation
- Knowledge of current legislation and contemporary financial accounting concepts, especially with respect to financial planning, reporting and associated systems and processes and accounting standards.
- Understanding of the budgeting process and control in a large organisation
- High level of skill in the timely production, analysis and presentation of complex financial planning, reporting and associated systems and processes.
- Demonstrated organisational skills and time management
- Management reporting & KPI's reporting

Desirable Criteria

- An understanding of the local government environment.
- Currently undertaking or willing to undertake Post Graduate studies in Accounting/Management.
- Budgeting, process improvement and KPI development and analysis.

Principle Duties and Responsibilities

Role Specific Duties and Responsibilities

- Work closely with business unit managers to create real and active partnerships, be a trusted advisor and add value, by providing strategic input that will assist in decision making.
- Develop, produce, and analyse accurate, timely and relevant financial management reports to council's directorates and business units, as well as detailed supporting data to meet their financial information needs. Enabling them to understand the variances and proposing the opportunities for improvement.
- Establish and maintain systems to manage and support the planning, forecasting and budgeting process. Working with council's directorates and business units to develop budgets and forecasts including the ongoing review of forward financial plans as required.
- Ensure the allocation of restricted reserves during the budgeting process is performed correctly.
- Co-ordinate, compile and report on quarterly budget reviews.
- Prepare monthly management reports for the Chief Executive Officer and Directors as required.
- Provide assistance with the management of the financial aspects of projects with state and federal government funding including the monitoring of expenditure, claims for payment and other funding requirements.
- Review proposed business cases, pricing structures and organisational restructures produced by the business units and provide reliable technical advice for these proposals.

- Maintain knowledge of future and current trends in the financial sector as they relate to this position.
- Upskill and educate business unit managers and other staff in best practice financial management and the full utilisation of the Council's financial information systems. Provide appropriate accounting and financial advice and support to council's directorates and business units as required.
- Perform other associated tasks and projects as required by the Manager – Budgeting and Analysis, Chief Financial Officer and Director.
- Provide assistance with financial reporting and reconciliations as required.
- Contribute to ensuring the Budgeting and Analysis team provides effective customer service and meets the strategic objectives of Council.

Delegations

- The Financial Delegations of the position are:
 - Purchase order limit: Nil
 - Total expenditure control: Nil

Overall Corporate Responsibilities

- Adhere to Council plans, policies, procedures, and Code of Conduct
- Conduct oneself in accordance with Council's Core Organisational Values - **Respect, Integrity, Adaptability & Collaboration.**
- Work in alignment with the objectives identified by Council and your team.
- Exhibit positive behaviours by showing initiative, taking responsibility for own actions and disclosing issues of ethics and probity.
- Support continuous improvement by identifying improvements to processes and practices and supporting change.
- Contribute to work area planning and prioritise workloads to meet deadlines.
- Work within budget and time constraints to optimise outcomes while balancing resource requirements.
- Maintain all certificates, licences and operative training required for the position.
- Understand, adhere, and promote all Workplace Health & Safety policies and procedures.
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.
- Build rapport with internal and/or external customers; be friendly, co-operative & helpful.
- Manage records in accordance with the State Records Act & Council's Records Management Policies; ensure that all appropriate records are captured into Council's recordkeeping system efficiently and effectively.

Other Information

Award / Agreement

Local Government (State) Award

Span of Hours

6:00am to 6:00pm

Spread of Hours

Monday to Sunday

Arrangement of Hours

35 hours within one week provided that at least two days off shall be granted.

Pre-Employment Requirements

WWCC Required Y/N:	N	Police Check Y/N:	Y
Pre-employment medical category:	Low Risk	Qualification Check Y/N:	<u>Y</u>

Date last reviewed:

13/12/2022

***This job description is to be read and interpreted in conjunction with your contract of employment. Where there is any inconsistency between this job description and your contract of employment your contract of employment will prevail to the extent of the inconsistency.*

Council, as the employer, may direct you to carry out duties that are within the limits of your skill, competence, and training and that may not be described in this job description.