

APPLICANT PACK

Chief Financial Officer

Victoria Daly Regional Council



RECRUITING FOR:



Victoria Daly
REGIONAL COUNCIL

CONTACT

Belinda Walker

Executive Talent Consultant

Leading Roles

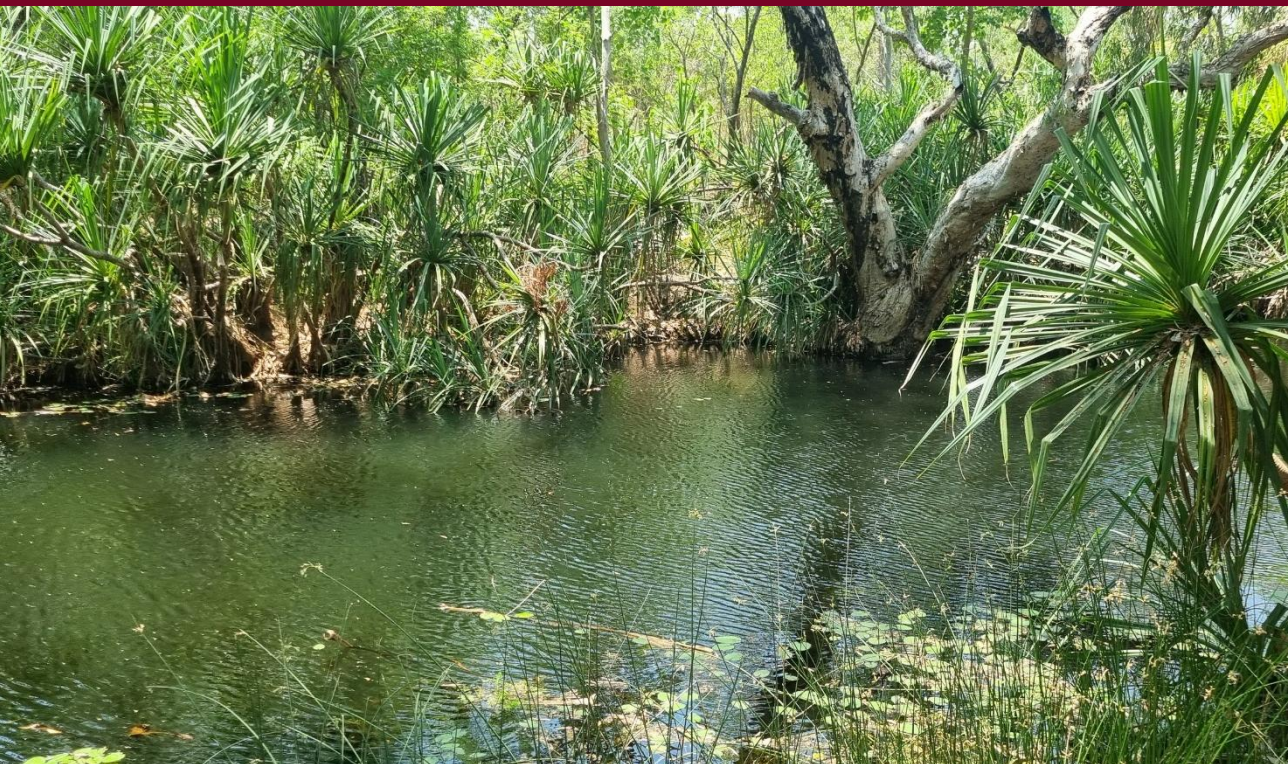
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We respectfully acknowledge the Traditional Owners as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing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



The Role

Victoria Daly Regional Council supports some of the most remote and culturally significant communities in the Northern Territory, spanning an area of over 150,000 km². Headquartered in Katherine, the Council delivers essential infrastructure, aged care and disability services, night patrol, community safety and local service delivery to residents across the region.

Council is seeking a highly capable and visible Chief Financial Officer to lead financial sustainability, strengthen governance and enable growth. Reporting to the CEO and leading a skilled finance, grants, procurement and commercial services team, this role is central to the effectiveness of the organisation and its future direction.

You will support the CEO and Executive Leadership Team, provide high-quality analysis and advice to elected members, and champion stronger financial capability across the organisation. With major asset management improvements underway, significant government grants and regulatory obligations, the role requires strong commercial judgement and a proactive approach to financial planning, compliance and performance.

This is a pivotal opportunity for a confident leader who enjoys providing strategic insight, building trusted relationships and supporting community outcomes in a uniquely meaningful environment.



The Chief Financial Officer (CFO) is a key member of the Executive Leadership Team, responsible for financial stewardship, strategic planning and delivering services that ensure stable operating performance and compliance.

Reporting to the CEO, the CFO leads finance, procurement, payroll, risk and audit functions. With a growing capital program and complex funding environment, the role requires a hands-on finance leader who can lift financial capability, improve systems and provide reliable advice to Council.

This is an opportunity to make a visible impact - building confidence with the Audit & Risk Committee, supporting elected members with clear insights and ensuring funding delivers real benefits on the ground.

The role will drive critical organisational uplift including:

- strengthening long-term financial and asset planning
- improving transparency, budget literacy and responsiveness across the organisation
- improving digital maturity and reducing reliance on paper-based systems
- supporting commercial opportunities to reduce reliance on grants

This is a rare chance to apply strong financial stewardship to a purpose-driven organisation that plays a vital role in remote community liveability and development.



Key Responsibilities

- Lead finance, procurement and funding teams to deliver high-quality, timely services.
- Manage financial governance including audit, risk, reporting and accounting standards.
- Partner with the CEO and ELT on strategic planning and long-term financial sustainability.
- Strengthen internal controls, systems, compliance and financial security.
- Oversee procurement, contracts and payroll to ensure efficiency and legislative alignment.
- Support commercial decision-making and optimise revenue and grant acquittals.

Challenges & Opportunities

- Strengthening financial discipline and processes after a period of leadership transition.
- Enhancing workforce capability and succession within a small, remote finance team.
- Improving automation, digital systems and data integrity for better reporting.
- Uplifting commercial contract oversight and revenue management.
- Providing clear, confident advice in a culturally diverse environment.



Workforce Leadership

The finance team of 6-8 staff is multicultural, experienced and highly collaborative, with strong technical capability.

The CFO will:

- Deepen capability through knowledge-sharing and cross-training
- Build succession strength and reduce single points of failure
- Support an engaged, high-performing and visible finance function

A coaching mindset is essential - this role helps grow future finance leaders while supporting ongoing accountability.



Key Stakeholders

- CEO and Executive Leadership Team
- Elected Members and Local Authorities
- Audit & Risk Committee
- NT Government regulators and funding agencies
- Major contractors and service delivery partners
- Community leaders and service managers across remote communities



The Successful Candidate

You will be an experienced senior finance leader with well-developed capability in strategic financial planning, governance and compliance. You bring energy, resilience and a community-focused approach, helping Council move from transactional reporting to proactive financial leadership.

You will have experience in grant-funded environments or the public sector, confidently represent the organisation and guide financial decision-making that supports future sustainability.

Remote local government experience is highly desirable but not essential - what matters most is the mindset to build trust and influence across cultures that lead with integrity.

Selection Criteria

- Proven leadership of finance, procurement and funding functions in a regulated environment.
- Demonstrated capability in budget management, forecasting, reporting and audit oversight.
- Ability to improve systems, internal controls and financial governance frameworks.
- Strong communication and stakeholder engagement skills, supporting CEO and Council with reliable insights and advice.
- Effective people leadership - uplifting capability, coaching future leaders and building a positive culture.
- Degree in Accounting/Commerce and full CPA/CA/IPA membership (essential).

Note: 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 the offer stage.



Council Employee Benefits

Joining Victoria Daly Regional Council will see you welcomed into a supportive thriving environment within an experienced and dedicated team. You will be part of a community that values respect, equality, accountability, being trustworthy and honest; and culture and heritage acknowledgement and respect. In return for your hard work and dedication, the successful candidate will be rewarded with an attractive TRP negotiable based on your qualifications and experience.

Benefits of the role include:

- Full-time executive appointment
- Location: Katherine NT, with regular travel to remote communities
- Attractive executive remuneration package
- Assistance with relocation and onboarding support available



About Council

Victoria Daly Regional Council (VDRC) covers approximately 150,000 square kilometres in the Northern Territory, serving a population of 3,295 (ABS 2023).

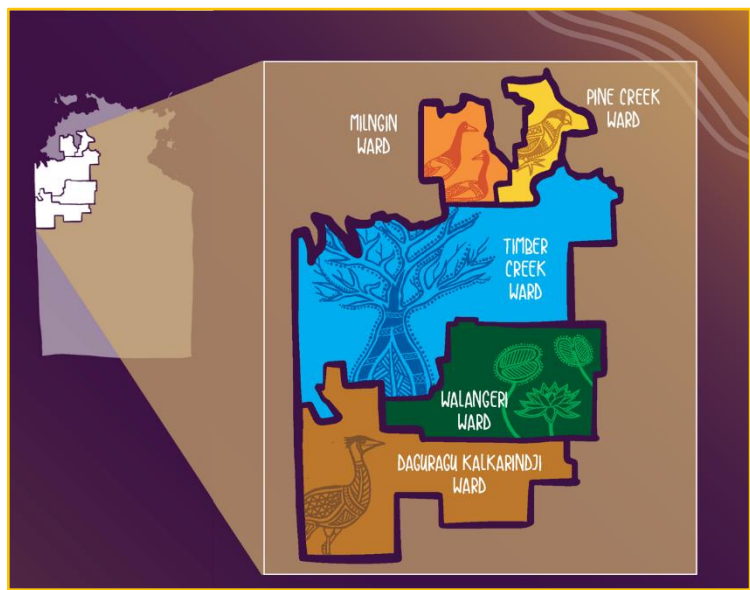
The region encompasses key communities such as Kalkarindji/Daguragu, Timber Creek, Pine Creek, Yarralin, Bulla, Amanbidji and Nauiyu/Daly River and is characterised by its remote yet vibrant cultural landscape.

The Council supports major industries, including agriculture, forestry and fishing, public administration, education and training, health care and social assistance, reflecting its importance to regional employment and community services.

VDRC is governed by five elected members, with operations structured across three directorates: Executive Services, Corporate and Community Services and Council Operations, all reporting to the Chief Executive Officer. The Council employs 137 staff, who deliver essential services to the community.

In the 2023/24 financial year, VDRC reported a total revenue of \$21.86 million and operating expenditure of \$19.19 million, reflecting a stable financial position and a commitment to efficient service delivery.

The Council remains focused on community well-being, sustainability and infrastructure development, ensuring a prosperous future for the region.



Links to Council Information





Corporate Plan Summary

Victoria Daly Regional Council's Corporate Plan provides a clear framework for strengthening community wellbeing, improving service delivery and supporting sustainable regional development across its five wards. The Plan focuses on long-term resilience, good governance and investment in people, places and infrastructure.

Strategic Pillars

1. Leadership & Governance

Deliver transparent, accountable leadership supported by strong regional advocacy. Focus areas include effective communication, strengthened Local Authorities, compliance with statutory requirements and ensuring community voices guide decisions.

2. Financial Sustainability

Maintain a stable financial base through diversified income, disciplined budgeting, efficient resource use and proactive grant acquisition. Council aims to minimise waste, uphold financial compliance and build reserves for future infrastructure.

3. People & Workforce Development

Develop staff capability and local employment through targeted training, clear organisational structures and supportive workplace practices. Priorities include improving internal communication and growing local talent to enhance service delivery across remote communities.

4. Community Wellbeing & Liveability

Support community wellbeing through programs, events and services that strengthen culture, recreation and social connection. Council focuses on youth engagement, facility upgrades and initiatives that make communities safer, healthier and more vibrant.

5. Infrastructure & Systems Improvement

Maintain and upgrade core infrastructure - roads, drainage, parks, lighting and community facilities - while modernising ICT systems, strengthening asset management and improving tools and processes for efficient, reliable service delivery.

Key Projects and Initiatives

The Plan includes targeted priorities to improve both community outcomes and Council capability:

- **Infrastructure Renewal & Maintenance:** Implementing asset management, vehicle replacement and ICT upgrade programs to modernise systems and reduce service disruptions.
- **Community Facility Upgrades:** Enhancing parks, playgrounds, sport and recreation spaces and cultural event support across remote communities.
- **Workforce Attraction and Retention:** Renovating staff housing, expanding targeted training and creating employment pathways in local communities.
- **Financial and Operational Efficiency:** Strengthening budgeting systems, improving reporting structures and securing grant funding for critical regional projects.
- **Environmental Sustainability:** Developing environmental plans, promoting recycling initiatives and improving waste management practices.

How the Plan Will Be Delivered

Council will achieve the goals outlined in the Corporate Plan through:

- **Partnerships** with Local Authorities, Traditional Owners, community organisations and government agencies.
- **Grant Funding** to secure essential investment for community programs and infrastructure.
- **Performance Monitoring** through regular reporting, compliance checks and continuous improvement in operations.
- **Engagement and Communication** ensuring community priorities shape programs, services and long-term planning.
- **Modernised Systems** that support efficient work practices, better record-keeping, improved digital capability and transparent governance.

References:

- [Victoria Daly Regional Council – Strategic Plan 2020-2024](#)
- [Victoria Daly Regional Council – Regional Plan 2025-26](#)



Financial Performance & Long-Term Financial Plan

Victoria Daly Regional Council's financial position reflects the realities of operating across a vast, remote region with significant service demands, ageing infrastructure and reliance on external funding. The Council's financial strategy focuses on maintaining stability, ensuring accountability and aligning resources with community needs while strengthening long-term sustainability.

Financial Performance

Victoria Daly Regional Council maintains a stable financial position despite the challenges of servicing remote communities. The 2022-23 audited financial statements reported a \$3.35 million surplus, supported by grant funding, responsible expenditure management and gains from asset disposals. Total revenue was \$22.77 million, with grants remaining the primary income source.

Council continues to operate with low financial risk, holding \$19.75 million in cash and investments and maintaining modest liabilities of \$3.78 million, ensuring strong liquidity to support operations and capital needs.

The 2024-25 Budget forecasts \$19.43 million in income and \$21.35 million in expenditure, resulting in a planned operating deficit before depreciation, consistent with regional service delivery pressures. After accounting for depreciation, the underlying result remains positive. A capital works program of \$7.40 million is planned, focusing on community infrastructure, plant and equipment, waste facilities and essential upgrades across multiple communities, funded through grants, reserves and tied capital allocations.

Long-Term Financial Plan

Council's Long-Term Financial Plan provides a forward view of service delivery and investment priorities, recognising the financial challenges of operating across a remote and dispersed region. The plan focuses on maintaining essential services, managing rising operating costs and ensuring capital investment remains sustainable.

Operating deficits are forecast over the coming years due to increasing service delivery costs and inflationary pressures, but Council continues to pursue efficiencies, workforce optimisation and grant opportunities to strengthen its underlying position. Capital expenditure is expected to stabilise following the significant 2024-25 program, with investment prioritised toward roads, drainage, community facilities, waste infrastructure and staff housing.

Financial sustainability will be supported by diversifying revenue streams, maintaining low debt levels, building reserves where possible and improving asset management to better target renewal needs. Updated asset registers, condition assessments and long-term modelling will guide funding decisions and ensure resources are aligned with community priorities and service expectations.

Overall Financial Outlook

While Victoria Daly Regional Council faces the structural challenges common to remote regional councils—limited own-source revenue, rising operating costs and significant service delivery expectations - it continues to demonstrate financial responsibility, maintain liquidity and invest strategically in community infrastructure. The Long-Term Financial Plan supports sustainable forward planning, guiding the organisation to prioritise essential services, optimise expenditure and maintain financial resilience into the future.

References:

- [Victoria Daly Regional Council – Audited Financial Statements 2022-23](#)
- [Victoria Daly Regional Council – Budget 2024-25](#)
- [Victoria Daly Regional Council – Strategic Plan 2020-2024](#)



Summary of Economic Development Strategy

Victoria Daly Regional Council's economic development approach focuses on building resilient, sustainable and community-driven economic growth across its remote region. The strategy recognises the unique challenges of distance, infrastructure limitations and limited local industry and aims to strengthen long-term prosperity through business support, service expansion and improved liveability.

Council promotes a business-friendly environment by encouraging industry investment and supporting the development of local enterprises. This includes diversifying Council's own business operations, improving financial efficiency and seeking grant funding to expand service delivery and introduce new community-requested programs. These actions help broaden income streams while enabling local employment opportunities.

Improving the amenity and liveability of communities is a key economic driver, with Council investing in programs, facilities and public spaces that attract participation, support youth engagement and make communities more appealing for residents, visitors and service providers. Initiatives include accessible parks and recreation spaces, cultural and festival events, beautification works and improvements to community assets such as playgrounds, program facilities and signage.

The strategy also focuses on strengthening infrastructure foundations to support economic participation. Priorities include ongoing maintenance of roads, drainage and public facilities; upgrades to security and community buildings; improvements to waste management and recycling practices; and efforts to secure long-term land tenure for Council assets. These upgrades not only support community wellbeing but also underpin future economic development.

Council further enhances economic outcomes by fostering regional collaboration and engagement, particularly through Local Authorities, community partners and government agencies. This ensures local priorities inform decision-making and that funding and program opportunities align with community-identified needs.

Combined, these actions position Victoria Daly Regional Council to support community-centred economic growth, improve the region's attractiveness for business and investment and strengthen the long-term financial resilience of its remote communities.

References:

- [Victoria Daly Regional Council – Annual Report 2024-25](#)
- [Victoria Daly Regional Council – Regional Plan 2025-26](#)



Organisational Culture and Governance

Victoria Daly Regional Council's organisational culture is shaped by the realities of delivering services across one of the Northern Territory's most remote and culturally diverse regions. The Council's workforce, leadership and governance structures are built around the values of **Respect, Equality, Accountability, Trustworthiness, Culture and Heritage**, which guide decision-making, community engagement and day-to-day operations.

Values-Driven Culture

Council's Values and Ethics Statement underpins its organisational behaviour and expectations. Staff are encouraged to act with integrity, show respect for community perspectives, uphold cultural awareness and embrace collaboration across teams and communities. These values support a workplace that prioritises cultural safety, service consistency and meaningful relationships with Traditional Owners and community members.

Workforce and Capability

The Council's dispersed workforce spans five service centres - Nauiyu, Pine Creek, Timber Creek, Yarralin and Kalkarindji - supported by the Katherine Regional Office. This decentralised structure requires adaptability, communication and cross-functional cooperation.

Council invests in workforce development through training, skills recognition and opportunities to grow local employment, aiming to build capability within communities while retaining skilled staff in remote areas.

Key workforce priorities include:

- Targeted training and professional development
- Improved internal communication and team connection
- Renovation and maintenance of staff housing to support safe living conditions
- Creating pathways for local employment through community programs and contracts

Governance and Community Engagement

Governance at VDRC is centred on transparent leadership, statutory compliance and strong engagement with Local Authorities. Local Authority committees provide structured representation for each community, ensuring that local issues and priorities inform Council decision-making.

Council also prioritises open communication, improved reporting and collaboration with stakeholders and government partners, reinforcing its commitment to accountable and community-focused governance.

Service Delivery Culture

A core element of organisational culture is the commitment to delivering essential local government and community services reliably across remote communities. Staff are supported to provide programs that enhance wellbeing, encourage participation and maintain community assets to expected standards.

This service-focused culture emphasises responsiveness, safety, cultural understanding and continuous improvement - all essential in meeting the unique needs of a geographically dispersed region.

References:

- [Victoria Daly Regional Council – Annual Report 2024-25](#)
- [Victoria Daly Regional Council – Regional Plan 2025-26](#)

Vision and Values

OUR VISION

"To strengthen our region through fostering development, growth and social wellbeing."

OUR COMMITMENT

Moving forward, together.

MISSION STATEMENT

We will achieve our vision through:

- Sound governance and proactive leadership at regional and local levels.
- Advocating on behalf of our region and its communities.
- Having a sound financial base which has, at its core, a diversity of income streams.
- Investing in growing the ability and wellbeing of our staff.
- Continuously improving our services, planning, ICT systems, policies, and procedures.
- Consistency in our service delivery.
- Communicating effectively within Council and with external stakeholders. Supporting community-based staff to deliver appropriate services into communities.
- Ensuring we are continually addressing our environmental sustainability and waste management.
- Striving towards developing and maintaining Council's assets and resources.
- Working in a united manner with all communities towards a strong, safe, healthy future.
- Providing employment opportunities and growing the local talent pool within the region.
- Having inclusive engagement strategies.
- Working with environmentally sound businesses to invest in the region.
- Being resilient and adaptable to future changes.

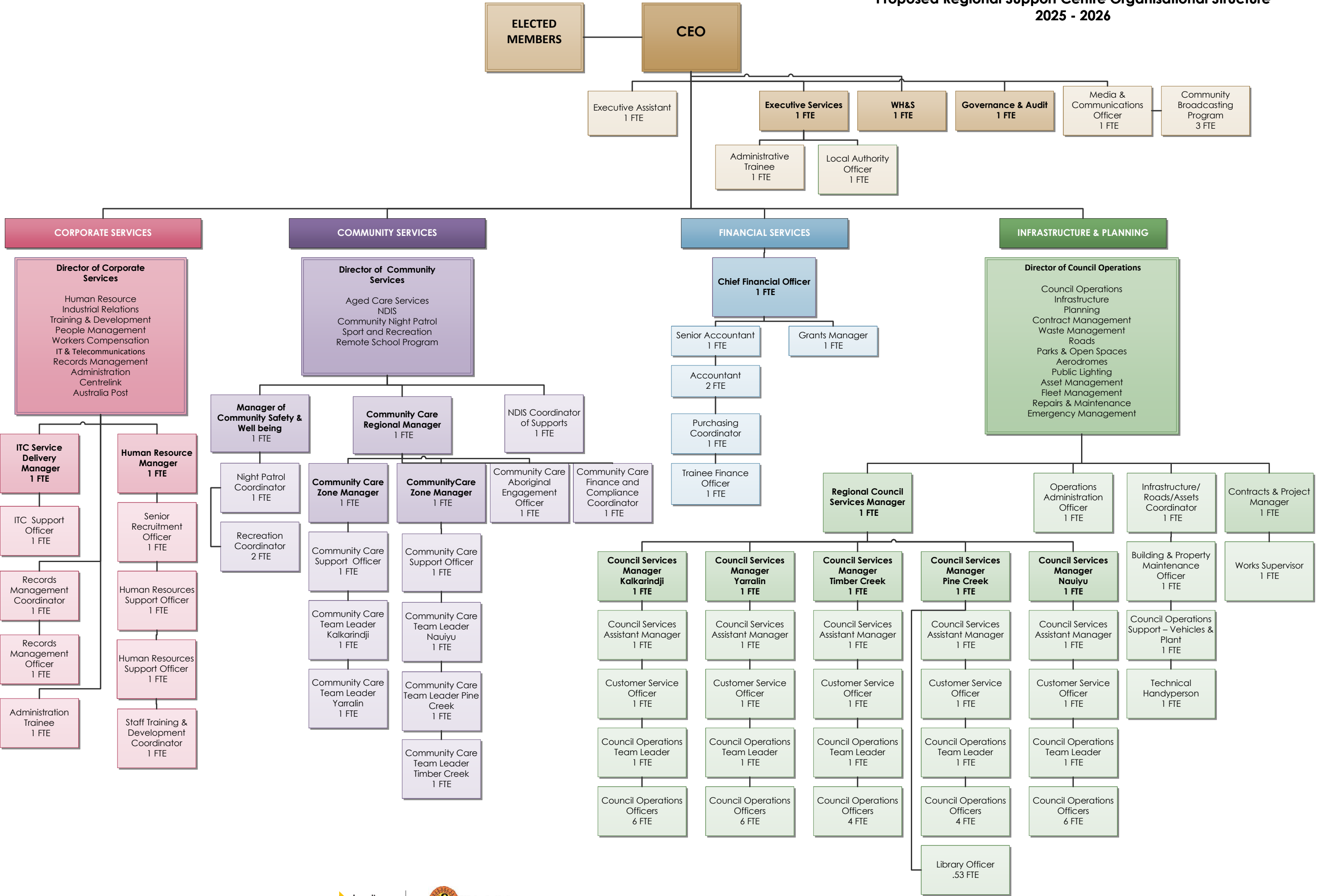
VALUES AND ETHICS STATEMENT

Our core values are fundamental to the Council and its staff. These values determine how we do business and interact with stakeholders.

- **RESPECT:** respect for each other's opinions and ideas.
- **EQUALITY:** we are all equal.
- **ACCOUNTABILITY:** being accountable for our own actions and behaviours.
- **BEING TRUSTWORTHY AND HONEST:** being trusting and honest with one another and with our community members.
- **CULTURE:** acknowledge and respect the cultures of our people.
- **HERITAGE:** acknowledge and protect our heritage.



Proposed Regional Support Centre Organisational Structure
2025 - 2026





Living in the Region



Housing

The Victoria Daly Region offers a variety of accommodation options, particularly in communities such as Kalkarindji and Yarralin, with council-managed lodgings. Due to the region's location on Aboriginal land, these accommodations are alcohol-free premises and visitors must respect the cultural protocols. Housing opportunities also exist for renting or purchasing in Katherine, the regional hub, where the average rental cost is approximately \$500 per week.



Educational Facilities

Schools in the Victoria Daly Region follow a three-tier system:

- Primary: Transition to Year 6
- Middle: Year 7 to Year 9
- Senior: Year 10 to Year 12

Katherine offers a range of educational options, including four public primary schools, one public high school (Katherine High School), a private school (St Joseph's Catholic College), and a specialist school (Kintore Street School). Additionally, Katherine School of the Air provides remote learning for students in isolated areas. Daycare services are available across six centres in Katherine.



Healthcare

The region's main healthcare hub is Katherine Hospital, a 60-bed facility offering emergency, surgical, paediatrics and maternity services. Several private medical practices and the Wurli-Wurlinjang Aboriginal Health Service provide additional care. Outreach services extend to remote communities, ensuring comprehensive health coverage.



Shopping & Dining

Shopping amenities include local stores across communities, with Katherine Central Shopping Centre housing a large Woolworths and various specialty retailers. Dining options range from casual eateries to the award-winning Cicada Lodge and Katherine Golf and Country Club, offering diverse culinary experiences.



Living in the Region



Sports & Recreation

Sports and recreation are integral to community life, with programs available in Yarralin, Kalkarindji, Timber Creek, Pine Creek, Bulla and Amanbidji. Activities include AFL, soccer, cricket, basketball, movie nights and arts and crafts. Katherine boasts extensive facilities, including:

- Multipurpose ovals
- Basketball, tennis and netball courts
- A skate park, adventure playground and aquatic centre
- BMX track and motorsports club



Getting Around

The region is accessible by road, with Katherine serving as a central transport hub. Key road routes include the Stuart, Buchanan and Victoria Highways. Travel times from Katherine to key council locations are:

- Pine Creek: 54 minutes
- Yarralin: 7 hours 35 minutes
- Nauiyu: 2 hours 55 minutes
- Kalkarindji: 6 hours 7 minutes
- Timber Creek: 2 hours 58 minutes


Public buses and the Katherine Tindal Civilian Airport provide additional transport options. Permits may be required for certain activities on Aboriginal land and up-to-date road conditions are available on the NT Road Report website.



Environment and Climate


The region experiences distinct wet and dry seasons, with an average annual temperature of 39.7°C. The transition to the wet season, known as “the build-up,” brings increased humidity and afternoon storms. Residents should be prepared for potential weather-related emergencies. The Victoria Daly Region offers a unique blend of cultural heritage, natural beauty and community-focused living, making it a rewarding place to call home.

Recruitment Process and Timeframes

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How To Apply?

Please submit your application via the Leading Roles website. Please upload:






 - Your CV
 - A covering letter addressing the Selection Criteria (page 8)
- 

Evaluation Process

Leading Roles and Victoria Daly Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Victoria Daly Regional Council may elect to undertake further interviews as required.

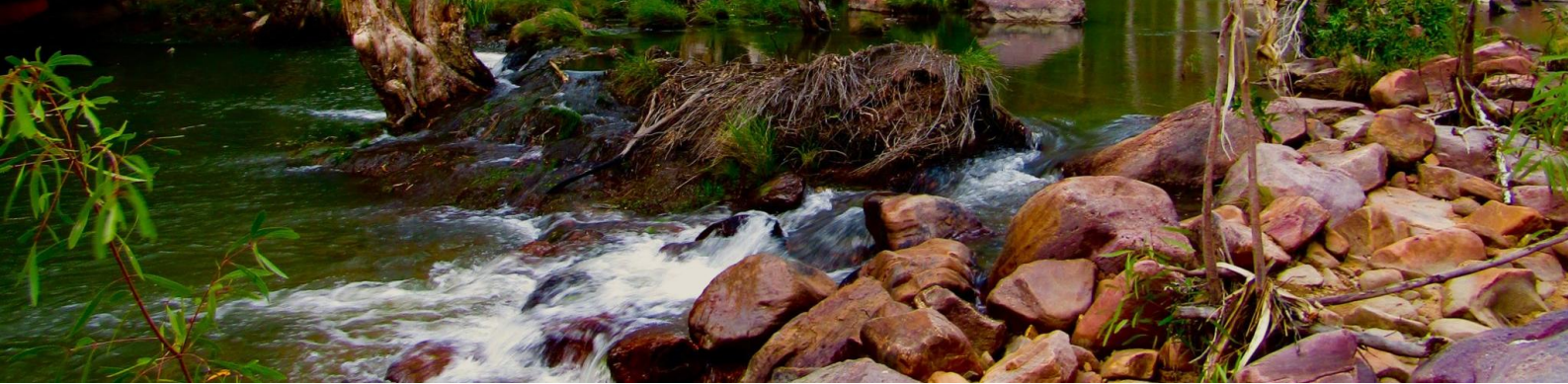
Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. A National Police Check, 'Right to Work' Visa Check as well as financial probity checks will be mandatory for the preferred applicant.

	<h2>Indicative Timeframes</h2>
	<div>Applications Open</div> <ul style="list-style-type: none">• Week Commencing Monday 8 December 2025
	<div>Applications Close</div> <ul style="list-style-type: none">• 5:00 pm AEST Wednesday 7 January 2026
	<div>Initial Assessment</div> <ul style="list-style-type: none">• Week Commencing 5 January 2026
	<div>Council Interviews</div> <ul style="list-style-type: none">• Week commencing 19 January 2026 (TBC)

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

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. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



BELINDA WALKER
Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years’ experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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🌐 leadingroles.com.au

Client Rating ★★★★★

Candidate Rating ★★★★★



ATTACHMENT

Position Description



CHIEF FINANCIAL OFFICER

POSITION DESCRIPTION

REPORTS TO	CEO	CLASSIFICATION & HOURS	LV 11 Full Time
DIVISION	Executive Services	LOCATION	Katherine

JOB PURPOSE

The Chief Financial Officer is a key member of the Executive team, responsible for planning, implementing, managing, and controlling all financial activities to ensure compliance with legislation and governance requirements. The role maximizes revenue opportunities, oversees contract provisions, and ensures timely financial acquittal for the Council

DUTIES AND RESPONSIBILITIES

1. Lead and manage finance, procurement, and funding teams to deliver high-quality services.
2. Contribute to strategic planning, including the Council's Strategic Plan, Regional Plan, and Long-Term Financial Plan.
3. Provide expert advice to the CEO, Executive team, senior management, and elected members on financial compliance and budgeting.
4. Oversee all financial functions, including accounting, audit, risk, funding, and procurement.
5. Prepare and manage budgets, capital expenditure plans, and financial reporting.
6. Ensure financial records and systems are secure and compliant.
7. Maximize revenue opportunities and ensure timely acquittal of funding.
8. Monitor, forecast and report on Council's financial status to the CEO, Council, Local Authorities and Audit & Risk Committee.
9. Manage investments for optimal returns and explore profitability improvements.
10. Oversee tender and procurement processes in line with legislation.
11. Supervise payroll and external audits, implementing corrective actions as needed.
12. Manage risk and compliance frameworks to identify and mitigate risks.
13. Ensure adherence to WH&S regulations and Council policies.
14. Identify and drive process improvements, including automation and efficiencies.
15. Reviewing commercial contracts and ensure the contracts are viable.

SELECTION CRITERIA

EDUCATION REQUIREMENTS

1. Degree in Business, accounting and/or commerce (**Must**)
2. Membership with CPA Australia, Institute of Chartered Accountants, or IPA (essential).

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Minimum 10 years' experience in finance and senior leadership role (essential)
2. Extensive knowledge of public sector compliance and financial/procurement practices.
3. Proven experience in budget management, forecasting and financial reporting.
4. Strong leadership skills with experience managing multi-disciplinary teams.
5. Excellent communication and relationship management skills.

6. Experience in procurement, contract administration, and business planning
7. Professional and ethical approach to work with the ability to build rapport with a broad range of individuals of diverse backgrounds.

OTHER REQUIREMENTS

1. Recent Criminal History Check (within 3 months).
2. Working with Children Clearance.
3. Current driver's licence
4. NDIS screening.
5. Have working rights in Australia (VDRC does not sponsor worker)

ACKNOWLEDGEMENT

CHIEF EXECUTIVE OFFICER: *Jennifer Marston* **DATE APPROVED:** 02/12/2025



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