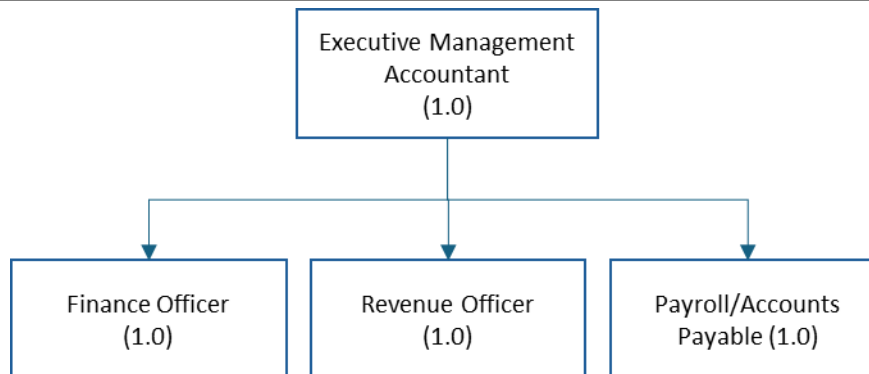


## POSITION DESCRIPTION

<b>Position Title</b>	Executive Management Accountant
<b>Organisational Team</b>	Finance
<b>Location</b>	Blayney
<b>Reports to</b>	General Manager
<b>Direct Reports</b>	3 FTE
<b>Employment Status</b>	Fulltime – 35 hours per week
<b>Classification/Grade/Band</b>	Professional/Specialist Band 3 Level 4, Grade 7
<b>Position Statement</b>	
<p>The <b>Executive Management Accountant</b> is a member of the Executive Leadership Team (ELT) and is responsible for overseeing and managing the entire financial requirements for the organisation, ensuring financial sustainability, compliance, and effective resource allocation.</p> <p>The position of <b>Executive Management Accountant</b> is crucial in driving the financial success of the organisation by providing strategic financial guidance, optimising resources, leading investment strategy and ensuring financial activities, processes and operations are aligned with the organisation's strategic goals and regulatory requirements.</p> <p>You will strive to be a forward thinking and innovative leader within the organisation, fostering continuous improvement and developing a culture of trust and collaboration through excellent communication.</p>	
<b>Central Tablelands Water - Purpose</b>	
<p><b>Central Tablelands Water</b> is a County Council which provides drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.</p>	
<b>Central Tablelands – Mission, Vision, Values</b>	
<p><b>Mission</b> To supply quality, affordable drinking water to our customers, in collaboration with our constituent councils.</p> <p><b>Vision</b> As a regional leader and provider, to achieve excellence in water supply, now and into the future.</p> <p><b>Values</b> Central Tablelands Water values our customers, our workforce and our regional partners. We provide our water supply valuing - sustainability, quality, efficiency, equity and innovation.</p>	
<b>Team Charter</b>	
<ul style="list-style-type: none"> <li>• We champion Central Tablelands Water's Mission, Vision &amp; Values.</li> <li>• We proactively engage in activities that bring to life Central Tablelands Water's strategic intent and strategy.</li> <li>• We are open, honest, humble and professional in our dealings with all stakeholders.</li> <li>• We collaborate, respect, trust and support each other.</li> <li>• We honour our commitments and hold each other accountable for results.</li> </ul>	
<b>Personal Behavioural Competencies</b>	
<ul style="list-style-type: none"> <li>• Demonstrates ability to lead &amp; mentor staff and encourage a positive working culture.</li> <li>• Demonstrates honesty, integrity, humility and respectful behaviours towards others.</li> <li>• Demonstrates appropriate behaviours in the workplace in line with Central Tablelands Water's Code of Conduct &amp; Team Charter.</li> <li>• Demonstrates ownership of their key responsibilities, and accepting of feedback and direction in a fair, reasonable and cooperative manner.</li> <li>• Demonstrates initiative and a willingness to put forward ideas along with displaying a personal interest toward improving the way key responsibilities 'could' be achieved.</li> <li>• Possesses appropriate skills and emotional intelligence to resolve working relationship issues should they arise.</li> <li>• Demonstrates flexibility and resilience to cope with change.</li> <li>• Demonstrates a Safety Leadership mindset.</li> </ul>	

## POSITION DESCRIPTION

### Reporting Structure



### Key Responsibilities

- Lead and continuously improve all financial activities of Council (procurement, revenue, accounts payable, payroll, and accounting functions) including evaluation of financial performance to improve business processes and deliver cost efficiencies.
- Undertake the annual budgeting process including the preparation of budget estimates, tracking financial performance including reporting and analysis of quarterly budget reviews, and identifying, reporting and advising on variances and trends in order for Council to achieve its operational priorities and statutory obligations.
- Prepare and provide ongoing review of the financial components of Council's Integrated Planning & Reporting framework including preparation of the Long-Term Financial Plan and other strategic financial plans, reports and policies in support of Council's financial sustainability for Council to enable effective decision making and facilitate strategic business and financial planning.
- Manage the preparation of all aspects of Council's financial statements and associated statutory returns in compliance with current accounting standards, regulatory and statutory requirements.
- Participate in internal audits and service reviews undertaken for the Audit Risk and Improvement Committee.
- Ensure timely and accurate completion of the payroll function including compliance with superannuation requirements.
- Perform the role of Council's Designated Responsible Accounting Officer in compliance with relevant regulations and statutory responsibilities and ensuring Council financial records are kept in accordance with the Local Government Act and other regulations.
- Develop financial reporting systems and prepare financial reports including the Annual Report that meet best practice and satisfy legislative obligations. Internal reporting should include opinion on Council's financial position along with financial and non-financial indicators.
- Oversee the investment of Council's funds in accordance with Council's Investment Policy which optimises return on investment in a fiscally responsible manner.
- Oversee and prepare statutory returns for Goods and Services Tax, Fringe Benefits Tax and Payroll Tax.
- Provide accurate financial reports that are timely, relevant, and contribute towards efficient management of Council's resources as required.
- Have the capacity to provide independent and frank advice to Management and Council to promote the best outcomes in respect to Financial Management and Sustainability.
- Lead the continuous improvement of Council's financial systems by:
  - Maintaining the general ledger and subsidiary ledgers.
  - Reviewing, monitoring and reporting financial information.
  - Developing and maintaining accounting systems and integration of financial and asset management systems.
  - Reviewing and/or developing policies and procedures relating to finance operations.

## POSITION DESCRIPTION

- Liaising with and assisting Council's external and internal auditors along with proactively contributing to Council's Audit Risk and Improvement Committee.
- Promote safety in the workplace and ensure compliance with the WHS Act and regulations and foster continuous improvement of safe systems at work.
- Provide leadership coverage in an acting capacity as required for the position of General Manager and/or Corporate Services Manager.
- Other projects and duties as directed by the General Manager that is within the scope of your skills, competence and training.

### Essential Criteria

- Tertiary qualifications in finance accounting or business.
- Minimum of 2 years' experience in a similar finance role, preparing budgets, annual financial statements, long term financial plans, asset management plans, investment plans and providing financial advice to the ELT.
- Strong knowledge of the requirements of the Local Government Act 1933 and Local Government (General) Regulation 2021 and Local Government Code of Accounting Practice and Financial Reporting.
- Demonstrated high level analytical skills, research, problem solving and commercial business acumen within a local government service context.
- Demonstrated previous leadership skills with the ability to participate in organisational change, fostering a collaborative environment, drive continuous improvement, and develop a culture of trust within the organisation.
- Strong interpersonal skills with the ability to influence people, build effective relationships, and achieve positive outcomes including the ability to maintain confidentiality and appropriate professional conduct.
- High-level communication skills and the ability to interpret financial data and engage with both internal teams and external stakeholders to achieve strategic objectives.
- Proven experiencing in leading, motivating and mentoring a team.
- A good understanding of financial management systems, spreadsheets (Excel), databases and word processing. (Experience with Local Government software specifically Synergysoft and the LG Solutions reporting suite would be an advantage).
- Ability to prepare complex reports and returns for Council and Government Authorities.

### Desirable Criteria

- Minimum 2 years' experience in local government.
- Class C Driver's licence with a safe driving record.
- Obtained or working toward Accredited CPA or CA qualification
- Knowledge of Synergy accounting software
- Knowledge of Record Keeping Software and Local Government document control.
- Experience in developing and managing a Long-Term Financial Plan

### Performance Metrics and Success Criteria

Active participation in the quarterly Executive Leadership Team meetings to track and measure specific goals and outcomes related to this position.

#### Benefits:

- Improved Focus: The set time frame and clear goals help prioritise tasks and eliminate distractions.
- Motivation: The measurable timeline creates a sense of accomplishment.
- Adaptability: The quarterly reporting encourages frequent evaluation, allowing for flexibility and quick adjustments.





## POSITION DESCRIPTION

### 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://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

#### Local Government Capability Framework

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 <b>Relationships</b>	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Advanced
 <b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 <b>Resources</b>	Finance	Highly Advanced
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Advanced

### Acknowledgement of the Position Description

This Position Description reflects the position at the present time only and may be updated to suit the needs of the organisation from time to time. Please refer to your employment contract for reference.

<b>Employee's Signature</b>			
<b>Name</b>		<b>Date</b>	
<b>Leader's Signature</b>			
<b>Name</b>		<b>Date</b>	