

# Position Description

## Finance Manager

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HRM006	Finance Manager Job Description	October 2024	EO	

### 1. Position Dimensions

#### 1.1 Purpose

The Finance Manager is responsible for the financial reporting and health of Lower Burdekin Water. This includes managing the operations of the organisation's internal budget, accounting, insurance and finances, and the oversight of investment opportunities and financial strategy. The role leads a small team of admin and finance professionals who are responsible for accounts payable and receivable, and general administration. The role is a member of the senior leadership team, and contributes to the development and implementation of strategic, operational, and quality improvement plans to ensure the ongoing sustainability of the company and meet customer and stakeholder expectations.

#### 1.2 Results

The Finance Manager is responsible to:

1. Develop operational and capital budgets linked to strategic and operational plans of the business in consultation with senior managers and the Executive Officer.
2. Oversee the effective management of budgets, including monitoring, analysis, forecasting, and risk mitigation, insurance, and provide leadership, advice, and support to senior managers to minimise costs of doing business by balancing overheads and managing stakeholder expectations.
3. Manage the execution and sharing of all financial documents and monthly or annual reports analysing financial reports and identifying opportunities to reduce costs.
4. Ensure compliance with tax laws, other industry financial regulations and LBW Policies and Procedures.
5. Keep the company solvent and maintain growth by increasing the company's current value for over time and maximise returns by identifying opportunities to invest.
6. Manage compliance, including annual internal audit process, annual reports and assist external auditors.
7. Actively drive a performance culture by holding people accountable to deliver outcomes. Provide performance feedback through the performance management system and identify training and development needs required to improve performance.
8. Contribute to the development of an engaged, high performing team that delivers service excellence and promotes and advocates the organisation brand and reputation.
9. Effectively communicate with customers, and stakeholders, finding solutions to problems and assisting other teams as required to ensure the highest level of customer service is provided.

#### 1.3 Reporting structure

<b>Reports to position</b>	Executive Officer
<b>Supervises</b>	Accounts Payable Officer, Accounts Receivable Officer, Casual Admin
<b>External Liaison</b>	Growers, Community Members, Government Departments, Consultants, Accountants (Auditors), Financial Institutions and Vendors.

<b>Internal Liaison</b>	Operational and administration staff, management, and directors.
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## **2. Knowledge, Skills, Experience, and Accountability**

### **2.1 Knowledge and Qualifications required**

- Degree in accounting, finance, or related field (MBA Preferred).
- Professional accounting certification (CA, CMA or CPA).
- Detailed knowledge of financial regulations, accounting standards, tax laws, and reporting requirements.
- High level technical understanding of accounting and business administration practices.

### **2.2 Key Skills and Experience**

- 10 years'+ experience in a senior financial managerial position.
- Proven ability to develop financial strategies aligned with organisational goals.
- Demonstrated ability to develop and manage budgets, identify and control financial risks, undertake financial analysis, forecasting, and develop risk mitigation strategies and identify opportunities for improvement.
- Ability to develop and deliver accurate and timely financial management reports, balance sheets, income statements, cash flow statements, and financial analysis and interpretation.
- Sound communication skills including the ability to translate technical financial analysis into concise reports and recommendations and explain to key stakeholders.
- Attention to detail including the ability to work precisely and identify potential errors.
- Strong organisational skills, including the ability to plan and organise work, balance competing priorities, create schedules, manage tasks, and delegate work appropriately.
- Problem-solving skills, including the ability to evaluate a situation or concern, determine the cause, recommend solutions, ensuring the best outcomes for financial health of LBW.
- Proven ability to act decisively, and drive business improvement through efficient financial management, and seek information required to effectively undertake role.
- Effective Leadership skills, including the management of finance and administration employees, and the ability to develop a cohesive and productive team.
- Demonstrated ability to provide performance feedback to staff and identify training and development needs.
- Sound ability to use financial systems, software, and technology to streamline financial processes, improve data accuracy, and enhance financial reporting capabilities.
- High level of competency in the use of MS suite.
- Demonstrated ability to manage workplace health and safety risks, including incident reporting and investigation.
- Experience in change management and ability to create a positive safety culture.

## **3. Key Accountabilities of the Position**

Lower Burdekin Water aspires to be a progressive water service provider through collaborative partnerships, delivering sustainable water resources for the benefit of stakeholders and the environment. To achieve this vision Lower Burdekin Water requires professional, passionate, well informed, honest, trustworthy, self-motivated, efficient, and reliable staff to deliver the highest possible standard to its ratepayers and community.

The following list sets out the Key Accountabilities and Duties associated with this position.

### **3.1 Workplace Health and Safety**

- Identify, assess, and control risks in accordance with the requirements set out in the Queensland Work Health and Safety Act and Regulations and company policies and procedures.
- Ensure Workplace Health and Safety management plans, systems, structures, delegations, procedures, and programs are implemented.
- Actively manage the application of safety systems by ensuring full managerial and supervisory, accountability for safety behaviours.
- Investigate and report incidents and hazards as required.
- Mentor administration and finance staff to develop and foster a positive safety culture.

### **3.2 Leadership and People Management**

- Constantly drive a performance culture by holding people accountable to deliver, recognise and reward results.
- Develop customer-focused, results-orientated administration and finance staff, able and willing to provide quality service in response to customer needs.
- Manage performance of direct reports and provide feedback to through the performance management system.
- Provide training and development opportunities for administration employees, designed to improve job performance.
- Manage the design and delivery of services and projects to best meet community needs in the short and long term.

### **3.3 Operational, Technical and Financial Management**

- Assist in development and management of the strategic and operational business plans and develop and execute annual operational and capital budgets for the business.
- Analyse financial data, identify and implement operational improvements and cost-saving opportunities and ensure effective allocation of financial resources.
- Drive continuous improvement of end-to-end accounting practices.
- Interpret financial data to support decision-making and provide insights to senior managers, Executive Officer, and stakeholders.
- Assess and manage business financial risks associated with insurance, market fluctuations, and regulatory compliance, ensuring business risks are identified and effectively controlled.
- Ensure taxation compliance including the completion of monthly GST Business Activity Statements, annual FBT return and annual lodgement of PAYG payment summaries.
- Develop and present accurate and timely management financial reports detailing the financial position of the business including forecasted adjustments.
- Conduct internal audits, ensuring adherence to financial policies and procedures, and implement effective internal controls.
- Develop the annual business financial statement and manage annual external audit process.
- Ensure the Board's infrastructure and capital asset are effectively managed, developed and renewal programs maximise long term sustainability and benefits for the community.
- Manage key business functions including accounts receivable, accounts payable, payroll, and taxation, providing visible leadership, advice and support across all business areas.
- Manage borrowing requirements of the business and liaise with the appropriate lending authorities and government departments to ensure compliance with all legislative procedures.
- Develop and manage business policies and procedures for area of responsibility in consultation with

the Executive Officer.

- Maintain and maintain business inventory, business asset register and depreciation schedules, ensure they are constantly reviewed and updated.

#### 4. Behavioural expectations of the Position

*To be inserted once finalised – currently:*

- Professional and inclusive,
- Goal oriented and self-motivated,
- Strong leadership,
- Advocate for change,
- Honest and factual,
- Respectful,
- Methodical and consistent

#### 5. General

- Ability to undertake and perform higher duties from time to time, and
- Any tasks which assist in the successful administration of the business as reasonably instructed by your manager.

I hereby understand the requirements of the job description and position and will fulfil the obligations required of the key accountabilities, tasks, responsibilities and needs of the business.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

##### Instruction for Managers

1. Give a copy of Position Description with letter of offer.
2. Copy signed Position Description for the Staff Member.
3. Update the Staff File Manager.
4. Place the signed copy on the staff file.

##### Instruction for Staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This may change with the Business.
5. Keep the Manager informed if changes occur.