



## **POSITION DESCRIPTION AND SELECTION CRITERIA**

<b>Position Title:</b>	<b>Chief Financial Officer</b>
<b>Reports to:</b>	<b>CEO</b>
<b>Employment Status:</b>	<b>Fixed Full Time</b>
<b>Location:</b>	<b>Wurrumiyanga</b>

### **Tiwi Islands Regional Council**

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

### **OPERATING ENVIRONMENT**

The Regional Council Sector exists to serve their community through the laws, policies and programs of Regional Councils and the Northern Territory Government.

The Chief Financial Officer (CFO) reports directly to the CEO and is part of the Executive Team driving change and development.

The laws and policies within which all executives in the Regional Council sector must perform include the Northern Territory Local Government Act, the codes of conduct and policy priorities of the Regional Council, and all of the relevant Northern Territory and federal laws, legislation and statutes which apply to the governance of public bodies.

Executives must ensure that sound principles of human resource and financial management are applied, known and demonstrated to all employees. Executives must also support Council policy priorities and are required to observe the principles of ethical behaviour, sustainability, social inclusion, equity and community first.

### **OBJECTIVES OF THE POSITION**

This position is an executive position in Council and is responsible for planning, implementing, managing and controlling all financial-related activities of Council, including direct responsibility for accounting, financing, forecasting, job costing and strategic planning. Operating under the direction of the Chief Executive Officer and in accordance with Council corporate plans, policies and relevant legislation.

The key objectives of the position are:

- Development of business improvement strategies to strengthen the financial stability and financial efficiency of the Regional Council.
- Provide a comprehensive financial and management accounting service to all functional areas of Council, ensuring appropriate financial corporate policies, guidelines and procedures are maintained.
- Provide and manage the rates and property administration services of Council, ensuring appropriate policies, guidelines and procedures are maintained.

- Manage the Financial and Organisation Change team to ensure services are efficiently and effectively provided.

## **RESPONSIBILITIES**

The CFO is responsible for the effective delivery of the following broad areas:

- Provide leadership in the development for the continuous evaluation of short and long term strategic financial objectives;
- Provide timely and accurate analysis of budgets, financial trends and forecasts;
- Oversee the costing of programs and services for the Tiwi Island Regional Council in particular the development of program/service profiles.
- Establish and maintain strong relationship with senior executive team members so as to identify their needs and seek full range business solutions.
- Contribute to and maintain relevant and reliable financial indicators and benchmarks.
- Ensure that financial management functions are effective, timely and accurate dealings are met.
- Undertake an executive advisory role to the Regional Council on all matters relating to Regional Council's finances;
- Work with the Manager, Organisational Development on staffing matters in relation succession planning and performance management;
- Ensure appropriate development and deployment of departmental resources to achieve Council's strategic and corporate goals;
- Ensure the functions and duties of the service program are carried out with compliance to all relevant statutes, regulations constructions standards and;
- Being an active member of the executive management team and contribute to developing and implementing the strategic direction of the Regional Council to effect positive change in the community.

## **CORE COMPETENCIES**

The core competencies expected of the CFO are:

### **Builds Community Capacity**

- Initiates and leads financial programs that assist the Council to develop and prosper and support local community initiatives.
- Work collaboratively with a range of stakeholders to influence economic development on the Tiwi Islands at a strategic level.

### **Creates Vision and Gives Direction**

- Supports the CEO in promoting the development of a relevant vision for the Regional Council.
- Influences and inspires others to share ownership of the organisation's goals.
- Provides comprehensive information and reports to ensure the Regional Council moves towards its vision.
- Supports change by initiating, developing, communicating and coordinating activities.
- Embeds ethical practices into the Regional Council's culture and processes.

### **Develops People**

- Motivates, develops and empowers all staff to achieve quality outputs.
- Supports and contributes to the development of all stakeholders of the Regional Council.
- Takes an active role in managing the Regional Council's relationship and interactions with the groups in the community to support building community capacity to initiate and implement projects and programs.
- Creates a work environment where people are encouraged to develop their potential.
- Fosters a collaborative work environment and establishes mutual trust and respect.

### **Manages Resources and Risks**

- Ensures that human and physical resources including all financial, technological and human resource requirements are effectively, efficiently and ethically used to meet the strategic and operational service delivery needs.
- Monitors the allocation and management of resources.
- Initiates action and supports the CEO to negotiate effectively to obtain resources to achieve outcomes.
- Evaluates the use of resources to ensure continuous improvement.
- Ensures the Regional Council is compliant with all Acts, laws, regulations and policies and standards as applicable from time to time.
- Ensure effective and efficient operation and maintenance of Council assets.

### **Promotes and Achieves Quality Outcomes**

- Monitors business plans, procedures and community development programs to ensure Regional Council delivers quality services and strategies.
- Ensures high standards of work practice and customer service standards are embedded in the organisation.
- Promotes and monitors standards and continuous improvement.
- Evaluates the outcomes achieved against set standards and implements improvements.

### **Understands Relationships**

- Establishes and maintains positive working relationships with clients and diverse groups of people within the public and private sectors and the wider community.
- Collaborates and employs effective communication strategies.
- Assist with the involvement of the Regional communities in providing accurate information to Council and staff.
- Ensures good relationships with elected members based on partnerships and a team approach.
- Assists the CEO lead the Regional Council in providing services equitably and appropriately with respect to the diversity of groups in the Regional.
- Effectively identifies and manages conflict and potential sources of conflict or dissatisfaction.

## **SELECTION CRITERIA:**

### **Essential**

1. Tertiary qualifications in Accounting or Finance.
2. Member of the Australian Society of CPAs.
3. At least 5 years in progressively responsible financial and organisational development leadership roles, preferably in a local government authority and/or organisation requiring comparable skills and knowledge.
4. High level interpersonal skills including proven ability to communicate clearly, influence strategically, negotiate persuasively, facilitate and express ideas clearly and coherently, both orally and in writing, and influence key stakeholders to achieve required outcomes.
5. Demonstrated ability to work effectively in a high performing, customer focused, culturally diverse environment as well as a proven ability to operate independently to produce high quality work within tight timeframes.
6. Demonstrated capacity to work effectively within the social, political and cultural environments of Aboriginal and/or Torres Strait Islander communities and organisations.
7. Sound supervision skills including the management and training of staff.
8. An undertaking to live on the Tiwi Islands.

### **Desirable**

1. Relevant experience within a Local Government body with similar complexities to Tiwi Islands Regional Council.
2. MBA Qualification.
3. Experience working in remote Aboriginal communities.

### **Personal Qualities**

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organisation and with staff at remote locations essential.
- Strong problem solving and creative skills and the ability to exercise sound judgement and make decisions on accurate and timely analysis.
- High level of personal integrity and dependability with a strong sense of urgency and results orientated.
- An understanding of the remote NT context.

**The selection criteria for this position must be addressed for your application to be considered.**