

POSITION:	Finance Manager
CLASSIFICATION:	Band 8, full time, 38 hours per week
REVIEW DATE:	August 2017

Organisational Context

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of nearly 400,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Values

Teamwork

We excel when we all contribute. We are loyal and dedicated to each other. We always do our fair share.

Love of Learning

We love new things. We believe there is an opportunity to learn anywhere and everywhere.

Fairness

We treat all people fairly. We do not let our personal feelings bias our decisions about others. We give everyone a chance.

Creativity

Thinking new ways to do things is crucial to our success. We are never content doing things the conventional way if we believe a better way is available.

Social Intelligence

We are aware of the motives and feelings of other people. We know what to do to fit into different situations and we know what to do to put others at ease.

Humour

We like to laugh, bringing smiles to other people. We try to see the light side of all situations.

Behaviours

Expected behaviours of CCL employees include:

- Demonstrating leadership modelling our values
- Great customer service
- Embracing new thinking
- Momentum not perfection
- Placing value on taking calculated risks
- Encouraging a culture of collaboration and innovation
- 'Pay it forward'
- 'Look after our neighbours'
- Building confidence and resilience

- Sharing our story

Position Objectives

Operational

- Deliver innovative and customer focused service consistent with CCL vision, values and objectives of CCL Strategic Plan
- Actively engage and interact with the community in the library, online and outside the four walls
- Lead, motivate, supervise and train staff in a collaborative and open team environment

Strategic

- Contribute to the development of innovative and customer focused library service, building capacity in our communities
- Contribute to development and achievement of CCL strategic goals and plan
- Contribute to the continuous improvement and development of CCL by participating in activities and service development such as: library and learning staff forums, training programs, specialist meetings as required and meetings with your manager
- Actively seek out, nurture and develop partnerships seeking 'a culture of collaboration and innovation'

Key Responsibilities and Duties

1. Leadership

- Contribute to the planning, development and implementation of CCL policies and management plans
- Ensure that CCL meets the goals and objectives as defined in the Library Plan
- Prepare reports for the Chief Executive Officer and the Board
- Manage and continuously evaluate resources, systems and processes, costs and procedures to maximise productivity in finance and administration
- Develop and maintain effective document management and retrieval systems

2. Finance

- Develop, implement and monitor best practice financial planning budgetary controls and processes
- Develop, manage and monitor internal finance, accounting, payroll, WorkCover and administrative systems
- Prepare Budgets in consultation with the Chief Executive Officer with consideration to the Library Plan
- Ensure best practice and full legislative compliance
- Monitor the overall expenditure of the Library service against the budget
- Provide specialist advice to managers on the financial implications and opportunities in all areas of operation
- Oversee purchasing and procurement policies, contracts and processes in keeping with local government and public sector procurement best practice
- Work together with member council Finance Departments

Selection Criteria

- Demonstrated experience in financial management - budgets
- Knowledge and experience with local government regulatory compliance and legislation
- Analytical and research skills
- Time management, organisational and planning skills
- Strong interpersonal skills

- Partnership and relationship development
- Driver's licence essential

Organisational Relationships

Reports to: Chief Executive Officer
Supervises: Accounts Officer
Internal liaisons: Corporate Management Team, Library Management Team, and all staff
External liaisons: Suppliers, Council Officers, Board Members and Councillors.

Accountability and Extent of Authority

- Responsible and accountable to the Chief Executive Officer for the effective and efficient management of the Administration and Finance areas
- Review, develop and implement policy for Budgetary, accounting and financial practices
- Provide advice to managers regarding financial and accounting issues and trends
- Advice to the Chief Executive Officer and the CCL Board
- Creating and maintaining accurate and complete records of the business activities
- Authorise expenditure in accordance with CCL procedures and policies.

Judgment and Decision Making

- Identify and advise on financial/legislative matters requiring the attention of the Chief Executive Officer and the Board
- Oversee and manage CCL Finance and related business functions including insurances and WorkCover
- Provide evidence based advice on the development of financial and accounting practices and processes.

Specialist Skills and Knowledge

- Analytical skills in accountancy and excellent problem solving ability.
- Knowledge of and familiarity with the principles and practices of budgeting
- Demonstrated understanding and knowledge of local government and public libraries policies and procedures
- Demonstrated understanding of relevant legislative and regulatory frameworks

Managerial Skills

- Highly developed analytical thinking as demonstrated through systems, strategic and business planning skills
- Ability to lead, inspire, motivate and manage staff
- Plan and organise own work

Interpersonal Skills

- Effective verbal and written communication skills with a demonstrated ability to provide informed advice and prepare high level reports
- Demonstrated ability to work as part of the Corporate Management Team
- Demonstrated ability to negotiate, build positive relationships and collaborative partnerships with external stakeholders and organisations

Qualifications and Experience

- Relevant tertiary degree in accounting and/or budget and payroll systems
- Relevant strategic planning experience
- Experience working at a senior strategic level within government is preferred
- The skills and knowledge needed for entry to this Band are beyond those normally acquired through a degree course and experience in the field of the employee's specialist expertise alone.
- Typically, the necessary skills and knowledge would be gained through further formal qualifications in the field of expertise or in management, or through at least four years of experience in another specialised field.
- Alternatively, they might be acquired through lesser formal qualifications together with extensive and diverse experience, or intensive specialist experience.

Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, CCL policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – include rostered day, evenings and weekend shifts and are based on the full time 38 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months
- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Corporation buildings and in Corporation vehicles
- **Working with Children Check** – mandatory (Child Safe Standards 2017)

Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
Ability to stand for extended periods for the purpose of using a computer		✓	
Ability to sit for extended periods for the purpose of using a computer, travelling to various locations and attending a range of meetings			✓
Ability to read computer screens and fine print on documents for the purposes			✓

of researching various policy options			
Ability to communicate clearly both verbally and written			✓
Manual Handling			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers			✓
Lifting of stock and library materials onto and off shelving			✓
Pushing book trolleys			✓
Lifting and moving of boxes and files on a regular basis			✓
Agility			
Bending and stretching, including knee bending			✓

Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.

All staff are reminded that they should follow Health and Safety regulations and the Corporation's Health and Safety Manual Handling Policy when performing their duties.

Authorised: Chris Buckingham CEO

Date: August 2017