



position description

POSITION TITLE	Manager Finance
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Senior Executive Officer (SEO)
DIRECTORATE	Corporate
BUSINESS UNIT	Finance
REPORTS TO	Director Corporate
DIRECT REPORTS	Team Leader Revenue Team Leader Procurement Team Leader Management Accounting and Payroll Team Leader Accounts Payable and Reporting
EMPLOYMENT STATUS	Permanent, Full-Time, SEO Contract
DECISION MAKING	This role has autonomy and makes decisions that are under their direct control. It refers to the Executive for decisions that require significant change to program outcomes or timeframes or are likely to escalate. This role submits reports, business cases and other forms of written advice with minimal input from the Director.
BUDGET	Budget and expenditure will be in line with Council delegations
DATE OF APPROVAL	

COUNCIL OVERVIEW

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature, and opportunity thrive through connection, resilience, and leadership. This vision underpins our mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management, and fostering opportunities that enhance wellbeing, environmental sustainability, and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and over 300 staff, working collaboratively to deliver a broad range of services that meet the evolving needs of our community.

As leaders within the organisation, your work is central to how we bring this vision to life - through strategic planning, service delivery, and fostering a culture of resilience and connection.

PRIMARY PURPOSE OF THE ROLE

Lead a team of professionals to uphold integrity, sustainability, and transparency in the management of public funds through the Council's financial systems. Oversee budgeting, treasury operations, and financial reporting while providing expert advice that aligns with

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

the council's overall objectives at all operational levels.

FOUNDATIONAL CORE ACCOUNTABILITIES

People Leadership, Planning and Talent Development

Leads by example, modelling the organisation's values and behaviours. Builds and sustains a positive, inclusive, and high-performing team culture. Develops team capability through coaching, feedback, and performance development. Promotes wellbeing, psychological safety, and a culture of accountability. Contributes to workforce planning by identifying current and future capability needs. Supports recruitment, onboarding, and succession planning processes. Ensures the team structure and skills are aligned with strategic and operational priorities.

Strategic and Operational Delivery

Translates organisational strategy into clear team objectives and operational plans. Oversees the planning, delivery and reporting on services and initiatives within agreed scope, timeframes, and budgets. Apply sound judgement and decision-making to manage priorities, risks, and emerging issues.

Financial and Resource Management

Manages financial and physical resources effectively to support operational and strategic outcomes. Ensures responsible budget planning, monitoring, and reporting in line with organisational policies. Optimises resource allocation to deliver value and efficiency.

Stakeholder and Relationship Management and Engagement

Builds strong, collaborative relationships with internal and external stakeholders, including community, customers, councillors, and partners. Represents the organisation professionally and constructively, advocating for its role and value. Navigates complex political environments with sound judgment, responds to feedback respectfully and promptly, and ensures responsiveness to stakeholder needs, fostering trust and transparency.

Governance, Risk and Compliance

Ensures compliance with all relevant legislation, policies, and procedures. Promotes ethical conduct, integrity, and accountability in decision-making. Identifies and manages risks proactively, maintaining accurate records and reporting to support good governance.

Communication and Reporting

Communicates clearly and with influence across a range of audiences. Prepares and delivers reports, briefings, and presentations that support informed decision-making. Ensures succinct, timely and transparent communication within the team and across the organisation.

Change and Improvement

Leads and supports change initiatives that enhance organisational performance. Fosters a culture of innovation, adaptability, and continuous improvement. Use data, insights, and feedback to drive service enhancements and support evidence-based decision-making.

Workplace Health and Safety

Ensures a safe and healthy work environment by complying with OHS legislation and organisational procedures. Leads proactive mitigation, incident response and supports return-to-work processes. Embeds a proactive safety culture that prioritises wellbeing and risk prevention.

Digital and Systems Leadership

Champions the effective use of digital tools, systems, and data to improve service delivery and decision-making. Supports digital literacy and capability development within the team. Identifies opportunities for technology-enabled innovation and efficiency.

PORTFOLIO ACCOUNTABILITIES

Policy Development

Supports the development and implementation of financial policies and procedures that ensure compliance with legislative requirements, probity standards, and Council objectives. Maintains frameworks that promote accountability, transparency, and continuous improvement in financial governance.

Revenue

Provides strategic oversight of Council's revenue management functions, including rates, charges, and debt recovery. Ensures compliance with legislative requirements and probity standards while driving efficiency and customer-focused service delivery. Implements strategies to optimise revenue collection and maintain financial sustainability.

Procurement

Leads procurement governance and contract management frameworks to ensure ethical, transparent, and compliant practices. Oversees

procurement planning, tendering, and supplier engagement to deliver value-for-money outcomes and mitigate risk. Promotes continuous improvement and innovation in procurement processes.

Management Accounting and Payroll

Provides leadership in management accounting, payroll, and financial planning functions. Oversees preparation of budgets, forecasts, and financial analysis to support strategic decision-making. Ensures accurate and timely payroll processing in compliance with legislative and industrial requirements. Drives improvements in financial reporting and workforce cost management.

Accounts Payable and Reporting

Directs accounts payable operations and statutory financial reporting. Ensures timely and accurate processing of payments and maintenance of financial records. Oversees preparation of annual financial statements and reports in accordance with Australian Accounting Standards and Local Government Act 2020. Maintains robust internal controls and audit readiness.

Act as the Principal Accounting Officer under the Local Government Act 2020 and certify the Annual Financial Statement, Performance Statement, Management Representation Letters to the Auditor-General, Grant Acquittals, and other documents as required.

KEY CHALLENGES

- Maintaining up-to-date knowledge of emerging trends, risks, opportunities and issues that may influence the delivery of Wodonga Council's financial requirements, priorities, and strategic objectives.
- Balancing the expectations of Council and community stakeholders with the need to operate within the organisation's financial capacity and long-term sustainability objectives.
- Managing conflicting priorities resulting from constrained statutory reporting timeframes and project and operational demands in a complex and sensitive stakeholder environment.

KEY KNOWLEDGE, SKILLS AND EXPERIENCE

- Extensive experience in managing the finance/accounting department in a complex organisation and in delivering specialist advice to executives.
- Strong knowledge of Australian Accounting Standards (AASB) and comprehensive understanding of Victorian local government financial legislation, policies and processes.
- Advanced knowledge of budgeting, financial modelling, and long-term financial planning (LTFP)
- Ability to interpret and apply complex financial legislation and compliance obligations into practical and fit-for-purpose systems and procedures.
- High level stakeholder management skills to navigate government processes, collaborate, and drive financial process improvement.
- Strong leadership skills with a proven ability to promote continuous improvement in a complex environment that is both politically and commercially sensitive.
- Strong communication skills along with experience in providing accurate, timely and meaningful advice to all levels of organisation.

ESSENTIAL REQUIREMENTS

- Tertiary qualification in Accounting, Finance, Commerce or equivalent.
- Full membership, or eligibility for full membership, with CA ANZ or CPA Australia, including adherence to all ethical conduct and professional development standards. This qualification is required as the role will be appointed the Principal Accounting Officer under the Local Government Act 2020.
- Experience with external audit and internal control frameworks (particularly in a regulatory or government environment, to meet VAGO expectations, etc).
- A current driver's licence and a current valid National Police Check (or ability to obtain).

KEY RELATIONSHIPS

WHO	WHY
INTERNAL	
Council	Deliver advice and briefings alongside the Director, ensuring consistent and coordinated communication on key financial matters.
Audit and Risk Committee	Present documentation, reports, statements, provide updates on risk mitigation and financial governance, and explain policy impacts.
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects, and new initiatives.
Director	Receive guidance and instruction, clarification and advice, and report on progress against work plans, discuss future direction and identify emerging issues/risk and their implications and propose solutions.
Management Team	Collaborate, plan, receive and provide advice.
Direct Reports	Support, guide and manage performance.
Indirect Reports	Direction and support.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
EXTERNAL	
Other VIC Councils	Establish professional networks and relationships across VIC Government, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues.
Victorian Auditor General's Office (VAGO)	Respond to queries, manage audit requirements, and facilitate external auditing, controls, and reporting practices.
Community	Gather and exchange relevant information. Resolve and provide solutions to issues, ensuring the Executive is apprised of emerging issues.
Vendors / Suppliers / Contractors / Consultants	Seek expert technical advice, gather and exchange relevant information and negotiate, collaborate and manage service delivery and performance targets.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

Trust

- Talk straight – Say what you mean and mean what you say
- Create transparency – Do not withhold information unnecessarily or inappropriately
- Right wrongs
- Practice accountability – Take responsibility for results without excuses
- Extend trust – Show a willingness to trust others, even when it involves a measure of risk

Respect

- Treat other people with courtesy, politeness and kindness, no matter what their position or opinion
- Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity

- Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values
- Keep confidence
- Do what you say you will do to the best of your ability
- Be open about mistakes
- Speak of those that are absent only in a positive way

Learning

- Work together and learn from each other
- Continuously improving and innovating
- Be open to change
- There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES FOR THE ROLE

Demonstrate competency in each of the 7 capabilities of a manager, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.		PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	
		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.			

Customer Service and Communication	
Engage with community and internal stakeholders to assess future needs and identify ways of improving standards of customer service delivery.	<ul style="list-style-type: none"> Promotes positive customer service behaviours Initiates and seeks feedback on customer service expectations and experiences Identifies best practice and service improvement opportunities Considering the community impact, perspective and experience in decisions impacting service delivery Prepares written material that is succinct, considers alternate views and is persuasive

Build and Enhance Relationships	
Builds and sustains important networks of people, groups and organisations, internally and externally.	<ul style="list-style-type: none"> Builds networks within and outside the organisations, and recognises opportunities for collaboration Builds a strong, collaborative team promoting diversity and inclusion and maximises the benefits of diversity and difference Promotes the sharing of knowledge, skills and resources across council Acts with political nous Engages, negotiates and influences diverse groups of internal and external stakeholders Empowers and motivates others towards a shared agenda

Plan, Organise, Deliver	
Balances operational and strategic priorities to ensure performance against council plans.	<ul style="list-style-type: none"> Builds teams with diverse and complementary skills and drives delivery of council plans Monitors performance and implement measures to achieve council plans Balances priorities of teams to ensure effective distribution of resources Creates opportunities for consultation and feedback from stakeholders to create shared ownership Manages risks and ensures business continuity in an uncertain environment Recognises problems, takes corrective or preventive actions and keeps people informed of plans, progress, adjustments and decisions

Future Focus

<p>Drives the achievement of the council vision and future readiness.</p>	<ul style="list-style-type: none"> • Clearly communicates council vision, purpose and plans • Ensures goals and priorities for teams are clear and align with strategic priorities and council vision • Demonstrates ability to critically evaluate existing processes for efficiency, quality and service delivery • Draws on best practice to develop and implement sustainable, evidence-based systems and programs • Leads teams to develop and implement innovative solutions to challenges and problems • Establishes processes to plan and manage the implementation of change
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People Development

<p>Builds and sustains high-performing teams aligned around common goals.</p>	<ul style="list-style-type: none"> • Leads with clear purpose and direction and instils the importance of living council values • Recognises talent and potential, identifies strengths and builds capabilities of staff • Establishes meaningful targets that are specific and measurable • Coaches and mentors to achieve results and develop the capabilities of others • Prioritises action to address unsatisfactory performance and conduct, and behaviours that are inconsistent with council values
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Manage Health and Wellbeing

<p>Demonstrates emotional intelligence and ensures staff wellbeing is prioritised.</p>	<ul style="list-style-type: none"> • Promotes and allocates time for staff participation in health and well-being initiatives • Promotes positive workplace behaviours, celebrates team success and enjoyment at work • Demonstrates good situational awareness and manages challenging and complex issues, calmly and logically • Engages in self-reflection and seeks mentorship • Maintains a positive outlook, demonstrating persistence in the face of setbacks • Enables reporting of concerns and takes appropriate action to address the issues raised
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Safety and Risk Management

<p>Develop and implement systems to ensure organisational integrity and people's safety.</p>	<ul style="list-style-type: none"> • Practices risk-based decision-making within organisational tolerances • Encourages the taking of calculated risks and provides a supportive environment to critically review and assess outcomes • Consider safety when developing new processes, systems, procedures or purchasing new equipment • Ensures ethical decision-making and priority is given to the safety of staff and the public • Reviews plans regularly to identify and address changing or emerging risks and issues
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ATTACHMENT 2: INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to fulfil these inherent requirements of the job.

FREQUENCY	% OF WORKDAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Managerial duties relating to Finance	Desk based duties relating to the role	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external stakeholders and the public Phone use Computer use Data interpretation Use of multiple computer systems Photocopier use Time management Handwriting notes Attending and facilitating meetings Report writing Policy development and review Driving company vehicles Operate within a budget Involvement in strategic planning Supervision/management of staff 	Sitting				X
			Standing	X			
			Walking		X		
			Lifting < 10kgs		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending		X		
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching		X		
			Fine motor				X
			Neck postures				X
			Accepting instructions		X		
			Providing instructions				X
			Sustained concentration				X
			Major decision making				X
			Complex problem solving				X
Supervision of others				X			
Interaction with others			X				
Exposure to confrontation		X					
Respond to change				X			
Prioritisation				X			