POSITION DESCRIPTION

FINANCIAL ANALYST AND BUDGET OFFICER – P2024

DIRECTORATE	Finance and Governance	BUSINESS UNIT	Finance
REPORT TO	Financial Analyst and Budget Lead	DIRECT REPORTS	Nil
CONDITIONS	City of Palmerston Enterprise Agreement 2025	LEVEL	6
EMPLOYMENT TYPE	Full-time (38 hours), reasonable additional hours as required	DURATION	Ongoing

THIS POSITION'S COMMITMENT TO THE COMMUNITY

City of Palmerston's vision is to create *'A Place for People'*, where we focus on our strengths to ensure our city thrives into the future.

Our community is at the centre of everything we do. In achieving this we contribute to the vision where:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity,
- In Palmerston, everyone belongs; and
- In Palmerston, everyone feels safe.

Our vision recognises the importance of valuing and investing in the natural environment, balancing economic imperatives and focussing on innovation to enable social transformation in our city. The Community Plan highlights the priorities for achieving these outcomes.

OUR CUSTOMER CHARTER

City of Palmerston is committed to our Customer Service Charter and all employees are expected to uphold this commitment within their role.



POSITION OBJECTIVE

The role assists the Financial Analyst and Budget Lead in monitoring and reporting on financial system and financial data integrity and forecast that supports the overall team's financial direction to meet community expectations, deliver organisational key performance indicators and maintain financial accountabilities in line with the Community Plan.

Working with the Financial Analyst and Budget Lead, the role will support the financial services, focus on financial activities including financial management and reporting for the current and future sustainability of the business, working through organisational advancement, and driving a contemporary sustainable financial and service delivery focused agenda.

As part of a dynamic, multi-disciplinary organisation this role delivers and coordinates activities using modern, innovative, and contemporary methods, with consideration of public and political implications. The role will foster and support a culture of continuous improvement with a key focus on developing the accountabilities, skills, agility, and capabilities of staff, whilst creating and sustaining a dynamic team that safeguards the financial integrity of Council and excels in the delivery of our customers' experience.

The role will work with the Financial Analyst and Budget Lead to ensure the integrity of our financial systems and data that will support Financial Services to ensure compliance with legal and policy requirements and identify emerging trends and plan strategic responses.

POSITION CONTEXT

City of Palmerston's Capability Framework describes the capabilities and associated behaviours expected of Council employees at every level. These capabilities relate to generic knowledge, skills, abilities, and behaviours required by employees to perform their roles effectively.

Working with the Financial Analyst and Budget Lead, the role is responsible for the operations of a range of finance functions that contribute to the delivery of the City of Palmerston Community Plan including:

- Investment and Cashflow Reporting
- Financial Modelling and Data Analysis
- Data Integrity and Analysis Reporting
- Financial Systems upgrades, changes, and new inputs
- Financial Forecasting
- Financial Reporting and Analysis
- Annual Budgeting and Long-term Financial Planning.

KEY DUTIES AND RESPONSIBILITIES

- Participate as a member of the Finance Team, and promote cooperation, collaboration, coordination, and the sharing of information between teams and departments in pursuit of the Community Plan vision and outcomes.
- Perform weekly and monthly cashflow analysis, forecast and reports, advise on required bank balance movements.
- Prepare regular investments movements and recommendation reports and memos.

- Assist to develop, design, upgrade data analysis reports that confirms the integrity of existing financial data, provides trends on past and current financial performance, and provides relevant data to inform on potential future trends and decisions.
- Assist to ensure any financial system changes and upgrades, new inputs meet expectations and are done accurately to ensure data integrity and reporting is not compromised.
- Proactively develop, update, improve our financial data entry and collection procedures and processes that ensures accurate, reliable, consistent, and relevant data is available in our system.
- Collaborating with IT and financial staff to meet business requirements and work with IT troubleshooting and fixing finance related system issues.
- Assist with the training and supporting finance team members in the use of financial systems and procedures.
- Coordinates and actions updates and correct existing financial data to ensure future accurate reporting.
- Contribute to the overall culture of the organisation by making positive contributions to enhance satisfaction, develop accountability and empower staff.
- Collaborate with internal stakeholders to understand their needs and requirements to ensure they receive the required assistance, support, and information.
- Prepare monthly financial reports to ahigh standard ensuring accuracy, efficiency, and effective delivery utilising a modern and contemporary approach in accordance with the Local Government Act and Council policy.
- Prepare Budget Reviews to a high standard ensuring organisational support and timely delivery, utilising a modern and contemporary approach in accordance with the Local Government Act and Council policy.
- Assist in the preparation of Council's annual budget and long-term financial plan, including organisation wide communication and workshop materials within deadlines, ensuring compliance with internal policies and legislation.
- Assist in preparing high quality and informed Council Reports including the annual financial statements, in accordance with Australian Accounting standards and applicable legislation within statutory timeframes.
- Prepare Council's Asset Registers and related reports in accordance with legislation, accounting standards and Council policy.
- Provide support in the execution and rollout of the ERP (Enterprise Resource Planning) project, contributing to various stages of the implementation process.
- Provide backup assistance to other areas of finance as required.

WHAT COUNCIL IS LOOKING FOR

- Tertiary qualifications in Accounting, Finance, Business or other relevant with at least three years' experience.
- Demonstrated commitment towards pursuing a professional qualification i.e., CA or CPA
- Demonstrated experience in working with financial models such as rating models and/or long-range staffing and financial funding requirement models.
- Demonstrated experience in modifying data analysis reports that confirms the integrity of existing financial data, provides trends on past and current financial performance, and provides relevant data to inform on potential future trends and decisions.
- Ability to identify and assess operational problems or trends and propose appropriate solutions in an innovative and resourceful manner.

- Proven ability to contribute to an innovative and positive working environment that motivates and supports people to achieve high levels of performance.
- Proven organisational skills and the ability to manage multiple clients and deadlines within a dynamic environment.
- A focus on achieving customer-centric results, with an ability to establish clear, specific goals and objectives and to monitor progress towards those ends, taking corrective action, as necessary.
- Knowledge and awareness of social, economic, environmental, cultural, and political issues impacting on programs and service delivery.
- Sound level of communication skills including the ability to convey and impart information in an easy-to-understand format including verbal, written, public presentation and negotiating skills.
- Highly developed and efficient computer skills, particularly in the use of corporate management information systems.
- The ability to develop and maintain positive and collaborative relationships.

FURTHER INFORMATION

Prior to City of Palmerston's employment offer being confirmed, successful applicants will be required to provide evidence of eligibility to work in Australia, hold a Class C Drivers Licence, provide copies of relevant qualifications, and undergo a criminal history check. Some roles may require successful applicants to attend a medical examination, participate in a psychometric assessment, hold a Working with Children clearance and/or hold a White Card.