

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Financial Controller

Title	Financial Controller
Classification	Band 5, Central Highlands Water Enterprise Agreement 2020
Team, unit	Finance
Division	Business Services
Work location	7 Learmonth Road, Wendouree
Employment type	Permanent
Position reports to	General Manager Business Services
Direct reports	Team Leader Finance

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW *'Safety is Everyone's Priority*. We are committed to the safety of our people, customers and the community we serve and we have a zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

We believe that everyone has the capability to show leadership, regardless of their formal level of authority. We expect all team members to focus their efforts on developing and displaying the leadership behaviours defined in our Leadership Capability Framework. We have a commitment to enhancing our leadership maturity across the whole business, through our internal Personal Leadership Program, Learn Lead Grow (LLG), and focussing on Leading Self, Leading People and Leading the Organisation.

Purpose

The primary objectives of the role are to partner and deliver service excellence to our internal and external customers through:

- Ensuring the integrity of CHW's accounting records and systems in accordance with relevant standards, regulations and directions;
- The provision of evidence-based insights and business driver focused analysis to improve business decision making and financial performance;
- Leading the development of CHW's strategic financial objectives and initiatives;
- Influencing across the business to lift financial acumen and drive financial accountability.

Key Duties/Responsibilities

Establish strong financial governance and provide insights and financial advice to improve decision making across the business and in turn delivering strong business performance.

Leadership

- Build a proactive team, lifting their capability to self manage the day-to-day operations of the function, providing value-adding advice and services to our internal customers.
- Establish clear direction, set objectives, provide feedback and proactively develop the team.
- Provide strategic advice in relation to CHW's financial challenges, opportunities and plans.
- Embed strong financial literacy across the organisation and driving accountability for financial management and business improvement.
- Provide values-based leadership with a strong integrity focus in leading the Finance team team to deliver comprehensive financial management solutions across the business.

Financial

- Ensure sound financial management of the Corporation's assets, investments and operations.
- Carry out ongoing development, implementation and review of financial policies, standards and systems to meet CHW's regulatory obligations and support the business to become financially disciplined and efficient.
- Manage monthly financial processes (including Accounts Payable) delivering timely and high quality financial and KPI reports supported by evidence-based insights and analysis to understand business drivers of performance and trends.
- Manage year end processes working with external auditors to deliver a clean and high-quality Annual Report.
- Carry out ongoing development and maintenance of strategic financial planning including financial input into the 5-year pricing review and annual corporate planning processes.
- Plan, manage and coordinate the preparation of annual budgets and mid-year forecasts aligned to CHW's long term strategic objectives.
- Manage the treasury function to ensure the best outcome for CHW through the placement of funds, debt profiling and cash flow management.
- Support the business by identifying and undertaking economic/financial modelling to support business improvement opportunities.
- Drive continuous improvement in Finance processes with a focus on digitising and automating paper-based processes while maintaining and improving internal controls.
- Manage effective accounting records and systems in accordance with relevant regulations and directions, and compliance with all regulatory obligations through sound risk management.

- Delivering reports and presentations to the Executive Management Team and Audit and Risk Committee.
- Other duties as directed.

Payroll

- In partnership with the General Manager People, Culture and Safety, ensure the accurate and timely processing of all payroll tasks.

1. Authority and Accountability

- Expected to demonstrate the CHW values of *Integrity, Teamwork, Leadership* and *Care*.
- At all times, create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and safety Act, Regulations, and CHW policies and procedures.
- Accountable for effectively planning and organising workload to meet business requirements.
- Able to manage financial, physical and human resource requirements within the terms of relevant legislation and instruments.

2. Judgement and Decision Making

- Strong initiative, flexibility and problem-solving skills, with a solutions and strategic focus;
- Required to analyse complex issues and achieve effective, high-quality results in a fast-paced environment.

3. Specialist Knowledge and Skills

- Experience in, and/or understanding of the water industry or other regulated industry would be advantageous.

4. Leadership/Management Skills

- Demonstrated ability to lead, manage and coach a team to ensure achievement of objectives within specified timeframes.
- Demonstrated teamwork skills, proven ability to model open, respectful, positive, accepting and supportive behaviours with team members.
- Ensure CHW's relevant policies, procedures and programs are observed and complied with at all times by self and the team
- Demonstrated ability to identify a need for change, and to respond to and manage change positively.

5. Interpersonal Skills

- High level written and verbal communication skills, and the ability to adapt communication style to the intended audience.
- Well-developed interpersonal and stakeholder management skills, with strong influencing skills and the ability to build relationships with stakeholders and clients at all levels, and facilitate outcomes.
- Demonstrated ability to influence and deliver outcomes within the team and across the business.
- Expected to act with integrity and professionalism and maintain high level of confidentiality.

6. Qualifications and Experience

- A Degree in financial management and accounting including CA or CPA accreditation and membership.
- Extensive finance and accounting experience at a senior level in an organisation.
- Demonstrated experience in managing a finance function in a commercial environment.
- Demonstrated experience in managing a treasury function is preferred.

Key Selection Criteria

- Relevant qualifications and experience.
- Extensive working knowledge and experience of accounting frameworks/concepts including commercial analysis.
- Proven experience in managing teams using values-based leadership with a focus on integrity, including the ability to coach and develop staff.