

POSITION DESCRIPTION		
	Position Title:	Program Leader Financial Reporting & Analysis (Financial Reporting & Analytics Team Lead)
	Position Number:	P01210
	Directorate:	Strategy & Corporate Services
	Service:	Finance
	Location:	Katoomba HQ
	Date Created/Updated	28 April 2026
	Position Classification:	Band: 11

POSITION PURPOSE/OBJECTIVE

The Program Leader Financial Reporting and Analysis is responsible for leading and managing the organisation's financial reporting function, ensuring accuracy, transparency and compliance with applicable accounting standards and legislative requirements. The role provides strategic and operational oversight of grant management, asset accounting, reserve management, monthly financial reporting and quarterly budget reviews.

This position ensures the timely preparation of accurate monthly financial reports, monitors budget and reserve performance, and provides high-quality financial analysis to support informed decision-making across the organisation. The Program Leader maintains strong internal controls, ensures the integrity of financial data, and works collaboratively with stakeholders to ensure grants, assets, reserves and budget adjustments are appropriately managed and aligned with organisational objectives.

The role also drives continuous business improvement and innovation, strengthening financial processes, enhancing reporting capability, and enabling the organisation to achieve greater efficiency, productivity and sustainable financial outcomes.

RELATIONSHIPS

Reports to Title:	Manager Finance
Reports to Position No.:	P00009
Staff Responsibility:	3 Direct reports
Key Internal Relationships:	Director Strategy & Corporate Services, Executive Leadership Team, BMCC Managers, Corporate Strategy, Strategy & Corporate Services Directorate, Risk & Internal Audit and all other Directorates.
Key External Relationships:	Office of Local Government, Independent Pricing & Tribunal (IPART) and other relevant Local Government industry associations, financial

	business systems and software specialists and the Audit Office
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KEY RESPONSIBILITIES

- Lead and manage the reporting and analysis function, ensuring accurate, timely and compliant reporting.
- Oversee monthly financial reporting processes, including preparation, review and analysis of management reports.
- Coordinate and lead quarterly budget reviews, including variance analysis, and stakeholder engagement.
- Provide strategic oversight of grant management, ensuring appropriate recognition, compliance with funding agreements and timely acquittals.
- Oversee asset accounting, including capitalisation, disposals, revaluations and maintenance of the asset register.
- Manage and monitor reserve accounting to ensure appropriate allocation, usage and reporting in line with policy and legislative requirements.
- Maintain and continuously improve the integrity and structure of the Chart of Accounts to support accurate financial classification and reporting, including the administration of related financial systems and configuration, in collaboration with Business & Information Systems.
- Develop and maintain strong internal controls to safeguard financial integrity and mitigate risk.
- Provide high-quality financial analysis and advice to support informed decision-making by senior management.
- Drive continuous business improvement initiatives to enhance financial systems, processes, reporting capability and organisational efficiency.
- Collaborate with internal stakeholders to ensure budgets, financial adjustments and reporting outputs align with organisational objectives.
- Support audit processes by coordinating required documentation and responding to audit queries in a timely manner.
- Facilitate training for staff on Council's financial systems and support the development of financial literacy across the organisation.

GUIDING PRINCIPLES

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused, we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

WORKPLACE HEALTH & SAFETY

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

- The position requires highly developed written and verbal communication, negotiation and interpersonal skills.
 - The position will be required to prepare business papers, discussion papers, strategies, submissions, and complex reports with feasibility assessments, cost benefits, options and risk assessments.
 - The position requires a high level of customer service skills when communicating with staff at all levels, councillors, other agencies and the community. Persuasive and negotiation skills are also required in the development and implementation of new approaches / directions.
 - Convening and leading effective meetings on a range of business activities is also a requirement.
 - A plain English approach is required to ensure that complex issues and standard documentation are compliant with legislation / Council policy and written in a manner that can be easily understood and consistently interpreted internally and externally.
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JUDGEMENT & PROBLEM SOLVING

The role requires a high level of professional judgement to interpret complex financial data, apply relevant accounting standards and legislative requirements, and resolve technical financial issues. The Program Leader Financial Reporting and Analysis analyses variances, identifies emerging financial risks, and develops practical, compliant solutions to support sound decision-making. The position exercises initiative in improving processes, strengthening controls and addressing system or reporting challenges to ensure accurate, transparent and reliable financial outcomes.

AUTHORITY

This position will be accountable to oversee and approve the integrity of financial reporting outputs, including monthly reports, quarterly budget review documentation, grant reporting, asset accounting and reserve movements. The position is accountable for

making expert judgement and provision of high-level specialist financial advice and recommendations on complex financial management matters within the organisation through the Manager Finance, to the Executive Leadership Team and Council. The position may be required to attend Council meetings and briefings either directly or through the Director of Strategy and Corporate Services.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

Essential

- A CPA/CA or equivalent and/or degree in accounting or a strategic financial management, commerce or business related field.
- Advanced financial reporting and technical accounting skills, with strong knowledge of applicable accounting standards and legislative requirements.
- High-level analytical and problem-solving skills, with the ability to interpret complex financial data and provide clear, strategic insights.
- Strong budgeting and forecasting capability, including variance analysis and financial modelling.
- Sound knowledge of grant accounting, asset management and reserve accounting principles.
- Well-developed understanding of Chart of Accounts structures and financial systems optimisation.
- Excellent written and verbal communication skills, with the ability to present complex financial information clearly to non-financial stakeholders.
- Strong stakeholder engagement and relationship management skills.
- Demonstrated ability to drive process improvements and implement innovative financial solutions.
- High attention to detail with a strong commitment to accuracy and compliance.
- Proficient in financial management systems and advanced Microsoft Excel skills.
- Demonstrated experience in team leadership including the ability to lead, resource and manage staff
- Demonstrated ability to work flexibly, positively and productively in a team and in an environment of ongoing continuous improvement and change
- Commitment to and understanding of Work Health and Safety and Equal Employment Opportunity principles and practices.

Desirable

- Knowledge and understanding of Local Government financial frameworks, regulations, and reporting requirements, including compliance with relevant legislation and council policies.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor. Please contact the WH&S Officer if assistance is required in completing this form.

Position:	Program Leader Financial Reporting & Analysis		
Responsible Manager/ Supervisor:	Manager Finance		
Signature:		Date:	Select date.

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level		Rating
	No Exposure		0
	Low Exposure (0 – 2hrs daily)		1
	Medium Exposure (2 – 4hrs daily)		2
	High Exposure (4 – 8hrs daily)		3

PHYSICAL REQUIREMENTS									
Heavy Manual Tasks	0	Pushing loads > 5kgs	1	Frequent bending/ stooping	0	Sitting for extended periods	3		
Light Manual Tasks	3	Pulling loads >5kgs	1	Repetitive Lifting	0	Standing for extended periods	0		
Trunk Twisting	0	Extend arms for reaching	0	Elevating arms above shoulder height	1	Kneeling for extended periods	0		
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	0	Walking for extended periods	0		
Balancing	0	Crawling	0	Hearing above background noise	0	Depth Perception	0		
Colour Vision	0	Fine Manipulation	0	Shoveling/Digging	0				
WORKING CONDITIONS									
PHYSICAL									
Inside Work	3	Outside Work	0	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0		
Operating Machinery	0	Working Near Machinery	0	Working at Heights	0	Noisy Work Areas	0		
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	0		
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	0		
CHEMICALS					BIOLOGICAL				
Dusts	0	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0		
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B, C	0	Possible exposure to Tetanus	0		
Gases/ Vapours	0	Odours	0	BIOMECHANICAL					
				Repetitiveness	0	Fatigue	0		
ASBESTOS									
Asbestos Awareness		☒	None of the below					☐	
Class B Asbestos Removal		☐	Asbestos Removal and Supervision		☐	Asbestos Assessor		☐	
USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	0	Dust Mask/ Respirator	0	Protective Eyewear	0	Ear plugs/Muffs	0	Hard Hat	0
Provide a brief description of the job requirements:									
Provide a brief description of the job requirements.									