ROLE DESCRIPTION

Chief Financial Officer

Directorate	**GM Unit**	Position Number	**300236**
Branch	**Finance**	Position Status	**Full Time**
Section	**General Managers Unit**	Position Grade	**L**
Reports to	**General Manager**	Band/Level	**Band 3, Level 4**
Direct reports	**4**	Award	**Local Government Award**
Indirect reports	**16**		
Date Authorised	**02/11/2026**	Budget	**$AMT**

PRIMARY PURPOSE OF THE ROLE

The Chief Financial Officer position is accountable for the financial management operations of the Council, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve Council assets and report accurate financial results.

KEY ACCOUNTABILITIES

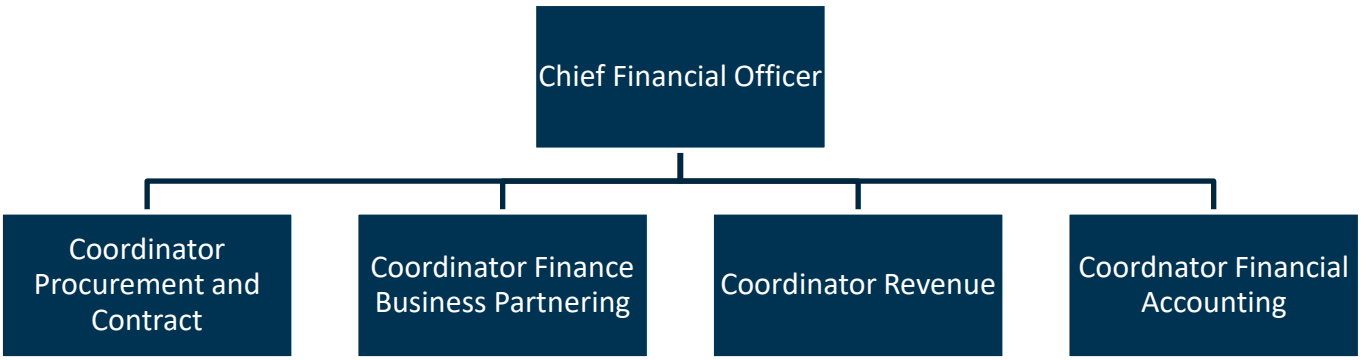
1. Partner with all branches of the organisation to develop annual budgets, provide monthly costing reports and provide support services to the responsible budgeting officers
2. Leadership – Lead and Mentor a team of professionals, providing guidance, motivation and support to maximise their potential and drive exceptional performance. Set clear performance objectives for team members and regularly assess their progress through one-on-one monthly meetings. Foster a positive and inclusive work culture that encourages collaboration, innovation and continuous improvement.
3. Strategic Planning – Develop and Execute Council's Strategic Plans in alignment with the overall objectives of the organisations goals. Identify opportunities for growth, efficiency improvements and innovation within the branches scope of responsibility.
4. Decision Making – Make informed and effective decisions that positively impact the team and the organisation. Analyse data, consider various perspectives and assess risks to reach well-reasoned conclusions.
5. Communication – Articulate the branches goals, policies and strategies to all stakeholders ensuring alignment and understanding. Promote open and transparent communication within the team and across the organisation.
6. Collaboration – Foster strong working relationships with other branches, Managers and Executive to promote cross functional cooperation and achievement of shared objectives.
7. Quality and Continuous Improvement – Promote a culture of excellence, continuous learning and process improvement within the branch. Encourage the implementation of good practice and innovative approaches to enhance efficiency and effectiveness.

Note: This position description does not form an exhaustive list of your duties. An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Implementing new financial systems
2. Streamlining processes and procedures to reduce rework
3. Ensuring financial sustainability

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Council	•
Executive & Managers	•
Responsible Budget Officers	•

External

Who	Why
Audit Office	• Reporting and compliance
Office of Local Government	• Reporting and compliance
Valuer General Office	• Reporting and compliance

DESIGNATED PERSON CLASSIFICATION

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1.	Degree qualification in Finance or Business Administration with an Accounting Major Study, with Post Graduate Qualifications in the relevant field.
2.	Extensive and diverse experience in financial management in a senior managerial position, ideally in local government.
3.	Demonstrated senior leadership and management skills which enables a high performing team.
4.	Demonstrated knowledge and skill in development and implementation of financial strategies and policy.
5.	Demonstrated high level skills in strategic thinking and analysis, reporting and excellent oral and written presentation skills.
6.	The proven ability to develop and foster practical and beneficial relationships to provide excellence in both internal and external customer service and lead, improve and motivate organisational culture
7.	Demonstrated capacity to operate in a political environment

ESSENTIAL REQUIREMENTS

- National Police Check
- Current Drivers Licence (Class C)
- Being able to physically meet the requirements of the role as detailed within the position description
- Participate in Wingecarribee Shire Council's random drug and alcohol testing
- Participate in All staff orientation, mandatory and compliance training relevant to role responsibilities

WHS RESPONSIBILITY

In this role, you are accountable for providing leadership and governance of WHS within your directorate, and ensuring organisational risks are effectively managed as amended from time to time.

You are expected to, among other things:

- Provide strategic oversight of WHS governance and risk management.
- Ensure WHS risks are identified, reviewed and managed across services.
- Ensure appropriate systems, resources and processes are in place to manage WHS risks.
- Monitor WHS performance and ensure corrective actions are implemented.
- Promote a strong organisational culture of safety, risk awareness and continuous improvement.
- Support and empower leaders in fulfilling their WHS responsibilities within their directorate.

PHYSICAL DEMAND CHECKLIST

Physical Demands	**Frequency**
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent

Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving - Operating any motor powered vehicle	Infrequent
Sensory Demands	**Frequency**
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	**Frequency**
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. irate customers	Occasional
Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent
Environmental Demands	**Frequency**
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
Hazardous substances - e.g. Dry chemicals, glues	Not applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
 **Personal Attributes**	☐	Manage Self	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	☐	Display Resilience and Adaptability	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	☐	Act with Integrity	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	✔	**Demonstrate Accountability**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
 **Relationships**	☐	Communicate and Engage	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	☐	Community and Customer Focus	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	✔	**Work Collaboratively**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	☐	Influence and Negotiate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
 **Results**	☐	Plan and Prioritise	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	☐	Create and Innovate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	✔	**Deliver Results**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
 **Resources**	✔	**Finance**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	☐	Technology and Information	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
 **Workforce Leadership**	✔	**Manage and Develop People**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	✔	**Inspire Direction and Purpose**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✔ Advanced	☐ Highly Advanced
	✔	**Optimise Workforce Contribution**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced
	✔	**Lead and Manage Change**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	✔ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Demonstrate Accountability	**Highly Advanced**	• Acts in the public interest at all times • Is prepared to act and take ownership for difficult decisions • Supports and stands by people in the organisation who have made an honest mistake • Creates a climate in which people feel supported to take responsibility for outcomes • Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks
Relationships Work Collaboratively	**Highly Advanced**	• Communicates the expectation of collaboration across the organisation • Celebrates successful outcomes of collaboration across the organisation, region and sector • Establishes systems, structures and practices to facilitate sharing and learning across the organisation, region and sector • Develops respectful relationships with stakeholders who hold different, even directly conflicting, views • Sets a tone of inclusiveness and an expectation that all staff respect diversity in people, experiences and backgrounds
Results Deliver Results	**Highly Advanced**	• Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of sustainable outcomes
Resources Finance	**Highly Advanced**	• Sets organisational strategies and plans with reference to key financial indicators • Ensures that strategic decisions are made with appropriate advice from finance professionals • Identifies the most appropriate financing and funding strategies to meet operational and capital needs • Inspires a culture which respects the obligation to manage public monies and other resources responsibly • Establishes effective governance to ensure the ethical and honest use of financial resources • Actively pursues financial risk minimisation strategies, plans and outcomes
Workforce Leadership Manage and Develop People	**Highly Advanced**	• Creates a climate in which people across the organisation want to do their best • Ensures the organisation engages in effective performance management, development planning and talent identification • Drives executive capability development and ensures effective succession management practices • Creates a climate in which senior staff value regular feedback, continuous learning and new experiences • Ensures workforce management systems, policies and practices are inclusive of all individuals

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Instils a sense of urgency around addressing performance problems among leaders in the organisation
Workforce Leadership Inspire Direction and Purpose	**Advanced**	• Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level
Workforce Leadership Optimise Workforce Contribution	**Highly Advanced**	• Ensures that operating models, systems, processes and workforce structure are aligned to key organisational strategies • Oversees the workforce management strategy to ensure the organisation is the right size and shape to deliver outcomes • Champions the benefits of diversity and ensures hiring practices attract diverse applicants and minimise selection biases • Ensures talent management processes are in place to inform organisational development priorities and investment decisions
Workforce Leadership Lead and Manage Change	**Highly Advanced**	• Communicates a compelling case for change and articulates vision, objectives and benefits for different audiences • Analyses the change context to develop the right change approach for the organisation, community and region • Ensures regular communication throughout the change effort to build awareness, understanding, support and commitment • Ensures organisational structures, systems, processes and leadership are aligned to support and embed changes • Anticipates, plans for and addresses cultural barriers to change

Template created by	Name	Date

FORM SUBMISSION
People and Capability

People and Capability Office Use only

Audited, graded and approved by HRBP	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature Date enter a date.