



Position Description

Chief Financial Officer (CFO)

Date: August 2026

Division: General Manager's Office

Position title:	Chief Financial Officer (CFO)
Classification:	Grade 14 of Council's Salary Structure Band 4 Level 2 of the Local Government (State) Award 2026
Reports to:	General Manager
Direct reports:	Senior Finance Officers, Systems and Accounts Payable Analyst, Corporate Accountant, Finance Officer (Community Care)
Liaison:	Internal – All council staff, Management and Executive. External – State and Federal Government Departments, Local Government NSW, other Councils, insurers, suppliers, contractors, consultants, relevant professional and industry organisations and associations.
Position purpose:	Plan, lead and motivate the finance team to provide timely and accurate Council financial services. Deliver strategic financial planning, statutory reporting, budget management and professional advice to support the sound financial performance of Council. Develop and support Council Officers to deliver their services in a fiscally astute manner.
All activities comply with all Work Health and Safety legislation, policies and procedures. This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. Multi-Factor Authentication (MFA): The incumbent may be required to use multi-factor authentication to access certain systems and data. This security measure is implemented to ensure the protection of sensitive information and to comply with Council security practices. All staff are expected to demonstrate behaviours that align with Council's core values, Code of Conduct, Work, Health and Safety and Equal Employment Opportunity Principles.	

1. Organisational Commitment

Employees are required to work in a manner that is consistent with legislative requirements and the Uralla Shire Council mission, values and customer service.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Values:	Unity	We succeed as a team with integrity and accountability Indicators: no dishonesty; mistakes are identified and corrected.
	Safety	Keeping our people and community safe Indicators: Hazard reporting is high; incident occurrence is low.
	Commitment to Service	We use resources efficiently in an equitable manner Indicators: Council service is fair, tailored and within resources.

Council service principles:	Respect	<i>All people are equal</i>
	Accountability	<i>In the interest of the community</i>
	Honesty	<i>We act on facts</i>
	Efficiency	<i>Value-for-money use of resources</i>
	Equity	<i>We are genuinely fair</i>
	Communication	<i>We are clear and concise</i>

Accordingly all employees are to demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

2. 2. Licence and Compliance Training Requirements

The position has the following mandatory requirements:

- Formal tertiary qualifications in finance or corporate accounting and relevant experience.
- Current Police Check
- Current C class drivers' licence
- Maintain professional membership/registration

Additional individual training and professional development opportunities will be discussed throughout the year to develop an individual training plan for this position.

3. Responsibilities, Competencies and Accountabilities

Core Responsibilities

- 1) Plan, lead and motivate the finance team to provide timely and accurate Council financial services:
 - i) Provide leadership and mentoring to staff from within the team in order to meet the desired outcomes of the organisation, delivering services in line with the approved annual budget and operational plan
 - ii) Develop and manage workforce planning, recruitment, performance management and retention programs for the team.
 - iii) Develop, implement, review and maintain finance policies, protocols, business rules and procedures as required.
 - iv) Work with other teams within the organisation to deliver timely advice, support, training and understanding of available financial information.
- 2) Deliver strategic financial planning, statutory reporting, budget management and professional advice to support the sound financial performance of Council:
 - i) Develop, implement and communicate the priorities, strategies and actions of the Division, in accordance with the required corporate business plans and Councils integrated strategic plans.
 - ii) Provide strategic advice to the Executive with regard to all items relating to financial governance.
 - iii) Implement the decisions of Council relevant to the division and report on the progress of actions taken.
 - iv) Capture and maintain complete and accurate financial records in accordance with legislation, Council policies, protocols and procedures.
 - v) Responsible for the development and maintenance of Councils Long Term Financial Plans and associated modelling and scenario planning.
 - vi) Responsible for the development of Council's annual resourcing strategy including budget and revenue policy.
 - vii) Manage the timely completion of all of Councils annual statutory financial reports, acquittals, returns and other taxation requirements
 - viii) Oversee Councils asset revaluation program and asset financial reporting.
 - ix) Oversee analysis of Councils investment portfolio to assist in maximising Council's return on investments within the established risk parameters and policy whilst maintaining adequate cash-flow for operational requirements.
- 3) Develop and support Council Officers to deliver their services in a fiscally astute manner:

- i) Provide ongoing review and development of the systems and processes employed for the capture and management of Council's financial records, risk management records, audit needs, taxation requirements and internal reporting requirements.
 - ii) Utilise expert knowledge to provide reporting and analysis of financial data to/for internal customers
 - iii) Develop and manage the systems and procedures utilised for the effective budget management of the organisation, including all reporting mechanisms and proactive budget analysis tools.
 - iv) Responsible for all taxation matters including business activity statements (BAS) and fringe benefits tax (FBT) return lodgement.
- 4) Contribute to the development of strategic goals, operational plans, and budgets; and oversee the delivery of strategies, projects, programs and services within the budgetary constraints.

Key Tasks

As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

Competencies and Accountability

The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 4 level 2.

Performance Measures

As per those set out in the annual performance assessment.

Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

Delegation of Authority

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

Local Government (General) Regulation 2021 - REG 202 - This position is identified as the Responsible Officer.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with Management and a regular reporting mechanism to guarantee adherence to such objectives and budgets.

4. Terms and Conditions of Employment

Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long-term interests of the organisation and to make and implement difficult and possibly unpopular decisions.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long-term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.

- Commitment, attitude, and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as an advisor to the Executive Management Team to the strategic direction of the organisation in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided, and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to one's professional and ethical position.
- Practical and common-sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity, and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, protocols and (as required) actively document and revise procedures to make sure they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

Perform as a Team Member

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Service Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

Customer Service Responsibilities

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.

- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

Work Health and Safety Responsibilities

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

EEO and Anti-discrimination Responsibilities

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

5. Selection Criteria

Required qualifications and licences

Formal tertiary qualification in Finance; Business; Commerce; or a related field.

Must hold and retain an Australian Class C Drivers licence.

Essential criteria

Demonstrated extensive experience at a senior level in finance, corporate accounting and budget development.

Proven understanding of strategic financial planning tools including financial modelling and scenario analysis in the context of the local government IP&R framework and local government accounting standards.

Sound technical knowledge of and ability to apply applicable legislation and standards in relation to preparation of financial statements.

Demonstrated leadership and management skills with an ability to manage, develop and mentor staff; promoting a cohesive and effective work environment which is focused on efficient and effective delivery of services.

Demonstrated written and verbal communication skills including the ability to produce clear and concise reports and correspondence to convey complex and technical information and deliver oral presentations to Council meetings.

Demonstrated ability to manage time, set priorities and achieve objectives.

Desirable

Relevant post-graduate qualifications or membership to a professional accounting body i.e. CPA/CA/MBA.

Demonstrated understanding of the environment and issues affecting the NSW local government sector and the ability to use this knowledge to tailor strategy and approaches.

6. Acknowledgment

I have received and read the position description as detailed above.

Signature:	Date:
Name:	

Key tasks and performance measures will be provided by your supervisor.

Please note- Position Descriptions are reviewed to maintain currency and may need to be altered from time to time. Any changes will occur following consultation with the incumbent and will reflect the organisational requirements at the time.