

POSITION:	General Manager, Finance (Parental Leave Backfill position 19th April 2021 – 10th December 2021)
CLASSIFICATION:	Band 8
REVIEW DATE:	February 2021

Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of more than 460,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Mission

To encourage lifelong learning, increase literacy and build strong, resilient communities across the Casey Cardinia region.

Our Values and Guiding Behaviours

Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection
- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success

Position Objectives

Operational

- Deliver innovative and customer focused service consistent with CCL's vision, values and objectives
- Lead, motivate, supervise and train staff in a collaborative and open team environment

Strategic

- Contribute to the development of an innovative and customer focused library service, building capacity in our communities
- Contribute to development and achievement of CCL Library Plan
- Contribute to the continuous improvement and development of CCL by constructively participating in activities such as: library and learning staff forums, training programs, team meetings, and meetings with the CEO
- Actively seek out, nurture and develop partnerships and support 'a culture of collaboration and innovation'

Key Responsibilities and Duties

1. Leadership

- Contribute to the planning, development and implementation of CCL policies, strategies and action plans
- Ensure that CCL meets the goals and objectives as defined in the Library Plan
- Prepare reports for the Chief Executive Officer and the Board
- Manage and continuously evaluate resources, systems and processes, costs and procedures to maximise productivity in finance and administration
- Develop and maintain effective document management and retrieval systems

2. Finance

- Develop, implement and monitor best practice financial planning budgetary controls and processes
- Develop, manage and monitor internal finance, accounting payroll and administrative systems
- Prepare Budgets in consultation with the Executive Team and Chief Executive Officer
- Ensure best practice and full compliance with relevant legislation
- Monitor the overall expenditure of the Library service against the budget
- Provide specialist advice to managers on the financial implications and opportunities in all areas of the business
- Oversee purchasing and procurement policies, contracts and processes in keeping with local government and public sector procurement best practice
- Work together with member council Finance Departments

Selection Criteria

- Formal tertiary qualifications in Accounting or relevant discipline
- CA/CPA membership essential
- Demonstrated experience in financial management – budgets
- Experience with local government regulatory compliance and legislation
- Analytical and research skills
- Time management, organisational and planning skills
- Strong interpersonal skills
- Partnership and relationship development
- Understanding and appreciation of public libraries
- Driver's licence essential
- Police Check

Organisational Relationships

Reports to:	Chief Executive Officer
Supervises:	Accounts Officer (s)
Internal liaisons:	Executive Team, Leadership Team, and all staff
External liaisons:	Suppliers, Auditors, Council Officers, Board Members and Councillors.

Accountability and Extent of Authority

- Responsible and accountable to the Chief Executive Officer for the effective and efficient management of the Finance department
- Review, develop and implement policy for budgetary, accounting and financial practices
- Provide advice to managers regarding financial and accounting issues and trends
- Advice to the Chief Executive Officer and the CCL Board
- Creating and maintaining accurate and complete records of the business activities
- Authorise expenditure in accordance with CCL procedures and policies

Judgment and Decision Making

- Identify and advise on financial/legislative matters requiring the attention of the Chief Executive Officer and the Board
- Oversee and manage CCL Finance and related business functions including insurances and WorkSafe
- Provide evidence-based advice on the development of financial and accounting practices and processes

Specialist Skills and Knowledge

- Analytical skills in accountancy and excellent problem-solving ability
- Knowledge of and familiarity with the principles and practices of accounting and budgeting
- Demonstrated understanding and knowledge of local government and public libraries
- Demonstrated understanding of relevant legislative and regulatory frameworks

Managerial Skills

- Highly developed analytical thinking as demonstrated through systems, strategic and business planning skills
- Ability to lead, inspire, motivate and manage staff
- Plan and organise own work
- Demonstrated ability to meet timetables and deadlines

Interpersonal Skills

- Effective verbal and written communication skills with a demonstrated ability to provide informed advice and prepare high level reports
- Demonstrated ability to work as part of the Executive Team
- Demonstrated ability to negotiate, build positive relationships and collaborative partnerships with external stakeholders and organisations

Qualifications and Experience

- Formal tertiary qualifications in Accounting or relevant discipline
- CA/ CPA membership
- Strategic planning experience
- Experience working at a senior level within government is preferred

Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, CCL policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – part-time, based on the 38 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months
- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Library buildings and vehicles
- **Working with Children Check** – mandatory (Child Safe Standards 2017)

Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
Passive			
Ability to stand for extended periods for the purpose of using a computer		✓	
Ability to sit for extended periods for the purpose of using a computer, travelling to various locations and attending a range of meetings			✓
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
Manual Handling			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Agility			
Bending and stretching, including knee bending		✓	

Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.

All staff is reminded that they should follow Health and Safety regulations and the Corporation's Health and Safety Manual Handling Policy when performing their duties.



Staff Member: _____

Signature: _____

Date: _____

Authorised: Chris Buckingham CEO

Date: February 2021