# Position Description

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| Position title | Financial Controller | Reports to | Finance & Corporate Performance Manager |
| Department | Corporate and Economic Performance | Status | Permanent Full Time |
| Position classification | Level 6 | Roles reporting to this position | 3 |
| Key stakeholders | o Audit and Risk Committee / Council<br>o Community<br>o Finance Team<br>o General Management Group and Management Group | | |
| Special conditions | o Driver's licence<br>o Flexible hours may include afterhours including occasional attendance of Audit & Risk Committee and/or Council meetings.<br>o General employment probity and/or working with children check. Criminal history check.<br>o Based at the Kapunda Office but may work from other locations within the Council area. | | |

# Position Purpose

- The Financial Controller is responsible for the day-to-day leadership of Council's accounting, financial reporting, financial control and compliance functions, ensuring the integrity, accuracy and reliability of financial information, systems and processes. Reporting to the Finance & Corporate Performance Manager, the position acts as a senior technical accounting specialist and senior officer within the Finance team.
- The role administers treasury activities and coordinates statutory reporting and compliance, external audit, financial governance and risk management activities, while leading the Corporate Accounting Team to deliver high-quality, customer-focused finance services across Council.
- Working collaboratively with management across the organisation, the Financial Controller provides technical accounting and financial advice, contributes to financial planning processes and organisational performance, and drives continuous improvement in financial systems, processes and internal controls.

# Our Vision, Mission and Values

## Vision

“Respecting the past, partnering with our community, and sustainably creating our future”

## Mission

To be regarded as an exemplary Council that puts the people of Light first, while creating a place that is also welcoming to visitors. Through the services we deliver, we will provide the basis for a community that can grow sustainably, but always within our environmental and financial means.

## Our Values

As a Council we will be guided at all times by:

- Foundation values of respect, honesty, integrity and transparency;
- Showing high performance leadership;
- Having a constant awareness of the community we serve;
- Our need to be viable in financial, environmental and human resources through core principles;
- Striving for quality outcomes;
- A focus on achieving positive environmental, social and governance outcomes from Council’s activities.

Light Regional Council is guided by a focus on ‘Core Principles’ of Growth, Reform, Innovation and Discipline. These values express how the Council operates, lives, breathes and expresses itself through its daily duties.

## Position Link to the Strategic Plan

| Goal | Focus |
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| Leadership | Transparency of Council Decisions |
| | Leading collaboration to share resources and strengthen advocacy |
| | Improving the customer experience and enhancing customer satisfaction |
| Ongoing Services | Governance improvements (e.g. update policies, plans and procedures to align with amended legislation, new standards, or emerging risks etc.). |
| Goal - Environmental | Striving towards environmental sustainability of operations by the progressive reduction of GHG emissions to achieve net zero (measurement, target setting and environmental annual reporting) |

# Required behaviours

| Core behaviours | Descriptor |
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| Self-awareness | o Shows strong emotional intelligence in effectively managing a range of situations.<br>o Has insight into own strengths and development areas and uses this to learn and grow.<br>o Is open to feedback, including constructive feedback & takes action to address development areas.<br>o Proactively seeks opportunities to broaden skills, leadership and personal impact. |
| Drives performance | o Achieves results through being focused and working with the intention of creating results that benefit the stakeholders in any given situation, creating value through accomplishments.<br>o Motivates others to achieve positive outcomes. |
| Collaborates to achieve value-add outcomes | o Fosters an environment that emphasizes knowledge sharing and group participation.<br>o Values, seeks and draws upon a broad range of views before drawing conclusions. |
| Inspires, connects and motivates | o Able to be their authentic self.<br>o Connects with and advocates the team's vision, mission, values and behaviours.<br>o Understands how their individual role serves the functional (department), business and corporate strategy and inspires their peers through the results they deliver. |
| Champions change and innovation | o Models and maintains a positive constructive approach to change for the team.<br>o Actively encourages and supports creative thinking in self and team and has courage to think outside the box.<br>o Is prepared to fail but determined to make a positive difference.<br>o Encourages team to identify and report issues and promptly addresses them. |
| Lives the values | o Actively lives and demonstrates the team's values as well as Council values i.e. Leadership; Environmental and Financial Sustainability; and Respect/Honesty/Integrity in all work activities.<br>o Understands how the values relate to their work role.<br>o Recognises and celebrates collaborative teamwork.<br>o Pro-actively addresses situations where the values are not being displayed i.e. not afraid to catch and call. |

# Required skills

| People & leadership competencies | Descriptor |
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| Effective verbal communication | o Ability to speak confidently, clearly, and with humility.<br>o Takes an inclusive approach to communication, recognising the diverse needs of internal and external customers.<br>o Understanding of audience, tone, language, the active listening.<br>o Excellent literacy skills. |
| Ability to build and maintain relationships | o High emotional intelligence with an ability to build trust, mutual respect.<br>o Mindful, welcomes diversity, open communication, respecting individual contributions and styles. |
| Effective time management and ability to prioritise tasks | o Plan, prioritise and allocate tasks to meet individual, team and corporate objectives within the required timeframe. |
| Exhibit leadership stature | o Lead by example in expected behaviour and performance standards.<br>o Ability to delegate and supervise completion of tasks.<br>o Responsible for following the LRC procurement policies and procedures including available procurement templates and risk assessments as they relate to the position's functions.<br>o Assist team members to solve problems by encouraging members to challenge themselves and develop effective research skills.<br>o Display drive and purpose.<br>o Proven problem solving and effective decision making. |
| Develop Others | o Coach team members in the performance of their duties.<br>o Encourage and train team to identify, analyse and control applicable risks and for reviewing and monitoring the same.<br>o Ensure staff are appropriately trained to maintain and develop the skills and knowledge to successfully meet current procedural standards.<br>o Encourage and acknowledge achievements.<br>o Ability to undertake performance reviews for direct reports.<br>o Being consistent and equitable. |

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| Understand and navigate the organisation | o Strategic focus and alignment.<br>o Seek business opportunities.<br>o Political acumen.<br>o Actively participates in organisational initiatives and improvements. |
| Technical and administrative competencies | Descriptor |
| Qualifications, Experience and Knowledge | o Degree in Business specialising in accounting or equivalent, with five (5) years' relevant post-qualification experience. CPA or CA membership (or progress towards) and local government experience highly regarded..<br>o Experience in the application and interpretation of relevant Australian Accounting Standards and Regulations<br>o Experience using modern financial management computer systems, with experience in Microsoft Dynamics 365 Business Central being highly regarded.<br>o Comprehensive knowledge of Local Government Act, Financial Management Regulations and Standards relevant to the position<br>o Expert knowledge of the Model Financial Statements and the ability to promptly make relevant decisions on complex accounting matters contained in the model.<br>o Sound understanding of taxation requirements relevant to local government, e.g. FBT, GST, PAYG<br>o Experience with Microsoft software, with Advanced level Excel competency<br>o Ability to evaluate and analyse numerical data to enable effective decision making.<br>o Confidently provide expert advice with the field of expertise required.<br>o High level of numeracy and accuracy, with attention to detail<br>o High level of management and administrative skills, with the ability to relate to community and interest groups, staff members, and Council Management<br>o Knowledge of Council structure, plans, policies, procedures, and programmes relevant to the function<br>o Supervise, coach and develop staff, allocate work and monitor outcomes within a specialised work area.<br>o Exercising professional judgement and make recommendations within delegated authority on matters that impact Council accounting, financial reporting, compliance and customer outcomes. |

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| Financial Processes, Operations & Systems | Accounting & Financial Control<br>o Lead and oversee Council's accounting operations, including the general ledger, accounts payable, accounts receivable, payroll accounting, receipting, inventory and asset accounting.<br>o Establish and maintain month-end and year-end close procedures and timetables, including journals, accruals, prepayments, cut-off, balance-sheet substantiation, clearing suspense accounts and escalation of material or overdue items.<br>o Oversee asset accounting and capital expenditure controls, ensuring the integrity, completeness and accuracy of related financial records, project ledgers, work-in-progress reconciliations and reporting.<br>o Maintain the integrity, accuracy and reconciliation of financial records, control accounts, subsidiary ledgers and financial systems.<br>o Ensure appropriate financial controls, delegations, authorisations, accounting policies and procedures are applied across Council's financial operations.<br>o Maintain and continuously improve Council's internal financial control framework.<br>Financial Reporting and Statutory Compliance<br>o Maintain and deliver Council's management reporting framework, including monthly management reports and financial statements, providing timely, accurate and meaningful information to support organisational decision-making and performance monitoring<br>o Lead the preparation of Council's annual financial statements in accordance with Australian Accounting Standards, Local Government requirements and the Model Financial Statements.<br>o Prepare and oversee statutory returns (including GST, FBT, TPAR, Escosa, Grants Commission), regulatory reporting and financial acquittals required by government agencies and other stakeholders.<br>o Maintain and oversee financial registers and supporting records required to meet statutory, audit, grant funding and organisational reporting obligations.<br>o Coordinate external audit activities and act as the primary liaison for financial audit matters, including tracking audit actions and preparing financial reports for the Audit and Risk Committee as required.<br>o Provide technical accounting advice on complex financial reporting, compliance and disclosure matters.<br>Treasury Management<br>o Administer and monitor treasury activities in accordance with Council policy, approved delegations and applicable legislative requirements, including cash, investments, borrowings and related risks. |

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| | o Maintain short- and medium-term cash-flow forecasts, compare forecasts with actual outcomes, explain material movements and advise management of liquidity requirements and emerging funding risks.<br>o Oversee banking, bank-reconciliation and payment-control arrangements, including authorised access, segregation of duties and escalation of suspected fraud, payment redirection or other material exceptions.<br>o Provide advice and reporting on Council's liquidity, investment performance and borrowing position.<br>Financial Systems & Continuous Improvement<br>o Ensure appropriate financial-system controls are in place and reviewed, including user access, segregation of duties, approval workflows, audit trails and periodic access reviews.<br>o Lead and support the implementation of system enhancements, process improvements and technological change initiatives.<br>o Promote efficient business processes and identify opportunities to improve financial management practices.<br>o Provide training, support and technical guidance to Council staff in the effective use of financial systems and processes.<br>Leadership & Stakeholder Support<br>o Lead, develop and support the Corporate Accounting Team to deliver effective and customer-focused financial services.<br>o Foster a culture of accountability, continuous improvement, collaboration and professional development.<br>o Provide specialist financial and accounting advice to management, staff, committees and external stakeholders.<br>o Build productive working relationships across the organisation to support sound financial decision-making and organisational performance. |
| Policies and compliance | o Maintain awareness and compliance with all Council and Administrative policies, procedures and codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation. |
| Records Management | o Ensure Records Management activities are in accordance with Council policies and procedures and in accordance with the State Records Act 1997, Freedom of Information Act 1991, and Local Government Act 1999. |

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| Delegation and Authority | The Financial Controller will have delegated authority to:<br>o Approve requisitions within budget limits of the Finance Department budget and within delegation.<br>o Approve journals and account reconciliations prepared by team members, within delegation.<br>o Act as an authorised approver of EFT payment runs and place investments within the limits of the Treasury Management Policy and Delegations Register.[CL1.1]<br>o Provide direction to the finance team within limits imposed by the Local Government (Financial Management) Regulations 2011, Council Policy and as delegated. |
| Work, Health and Safety | o Read and comply with all Council policies, procedures and instructions in relation to work, health and safety (WHS) and injury management/return to work.<br>o Ensure a full understanding of legislative Work Health Safety and Injury Management/Return to Work responsibilities and accountabilities.<br>o Promote, supervise and lead by example with the adherence to Council's Safe Systems of Work.<br>o Actively contribute to the continuous improvement to Council's WHS system by initiating and developing policies, procedures, safe systems of work and WHS platforms.<br>o Take ownership of and initiate hazard and incident investigation in line with Council's procedural requirements.<br>o Be actively involved in Injury Management/Return to Work e.g. claims/rehabilitation process.<br>o Ensure all Work Health and Safety induction and training requirements are met, including workers under your control.<br>o Actively contribute to the review of department training needs analysis and WHS training plans.<br>o Report and respond to hazards, incidents or near misses, action safety reports and actively participate in investigations.<br>o Actively support WHS consultation and communication processes.<br>o Take reasonable care of your own safety and ensure your actions do not adversely affect others in the workplace including being under the effects of alcohol or drugs.<br>o Actively maintain a safe working environment. |

## Position Key Performance Indicators

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| Timely and accurate preparation of monthly management reports, annual financial statements and statutory financial returns. |
| External audit completed and agreed audit actions addressed within established timeframes. |
| Treasury, taxation (BAS, FBT) and financial compliance activities completed on time and in accordance with legislative and policy requirements |
| Corporate Accounting Team performance, development and service delivery objectives are achieved, including completion of mandatory training and performance reviews. |
| WHS actions and investigations are completed within the specified timeframes and 90% team attendance at compulsory WHS training is achieved. |

# Confidentiality

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing the Light Regional Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information.

Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.

- Respect the privacy and rules governing the use
- of any information accessible through the information management system or network and only utilise information necessary for the performance of work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Light Regional Council Employee Code of Conduct.
- Do not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Understand that all access to systems will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the Light Regional Council, may be subject to penalties, including disciplinary action and dismissal.

## Disclaimer

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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| Job description authorised by | | Signature | |
| Job description agreed by | | Signature | |
| Date job description commenced | | Date job description last reviewed | October 2026 |