



Position Details

Position title:	Finance Officer (Children's Services)
Award Classification:	Band 6
Department:	Family Youth & Children
Division:	Community Wellbeing
Date Approved:	October 2026
Approved By:	Manager Family Youth & Children

Organisational Relationships:

Reports To:	Head of Education & Care Services
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

Provide specialist financial analysis, reporting and business support to improve the financial performance, sustainability and decision-making of Council's education and care services.

Develop and maintain systems, processes and financial management practices that strengthen budget monitoring, forecasting and operational efficiency across Children's Services

Key Responsibilities and Duties

- Support the Head of Children's Services and Centre Coordinators to monitor, manage and improve budget performance through financial analysis, forecasting and reporting.
- Develop, implement and maintain systems and processes that improve the tracking and management of income, expenditure and financial performance across Children's Services.
- Undertake investigative and analytical work on specific financial issues, service improvements and operational efficiencies, providing recommendations to support decision-making.
- Establish and maintain systems for monitoring staffing levels, labour costs and associated expenditure to support workforce planning and financial sustainability.
- Coordinate and prepare financial reporting for individual services and the Children's Services portfolio, ensuring accuracy, consistency and timeliness.
- Provide specialist advice and support to leaders on financial management practices, business improvement opportunities and resource utilisation.

Accountability and Extent of Authority

- The quality, accuracy and timeliness of financial analysis, reporting and business improvement activities undertaken within the role.
- Provide specialist financial advice and recommendations to Centre Coordinators, the Head of Children's Services and other stakeholders, within established policies, procedures and financial frameworks, with recommendations subject to review by more senior officers. Contribute specialist financial expertise to the development, review and implementation of financial management systems, processes and practices, providing recommendations within established policies, procedures and financial frameworks to support operational decision-making and service sustainability.
- Exercising judgement within established policies, procedures and financial frameworks, with decisions and recommendations subject to review by more senior officers.
- Support the management of Children's Services budgets and financial resources within approved budget parameters, providing regular financial reporting and analysis to inform decisions affecting service quality, operational performance and program costs.

Judgement and Decision Making

- The work is specialised and involves applying financial principles, analytical techniques and established procedures to support service performance and decision-making.
- Problem solving requires investigating financial issues, identifying trends and applying established financial principles and analytical techniques to develop practical solutions to new and emerging situations.

- The position exercises judgement in interpreting financial information and identifying improvement opportunities, with guidance and advice available where required.
- Work frequently involves adapting existing processes and techniques to improve financial management outcomes.

Specialist Skills and Knowledge

- Sound knowledge of budgeting, financial reporting, forecasting and financial management principles.
- Ability to analyse and interpret financial data and communicate findings in a clear and meaningful manner.
- Knowledge of financial systems, reporting tools and process improvement methodologies.
- Understanding of the operational and financial drivers within service delivery environments.
- Well-developed analytical skills and the ability to identify trends, risks and opportunities for improvement.
- Understanding of the broader objectives of Children's Services and the role of effective financial management in achieving those objectives.

Management Skills

- Ability to effectively manage priorities, multiple projects and reporting requirements within established timeframes.
- Strong planning and organisational skills, including the ability to coordinate financial information from multiple services and stakeholders.
- Ability to contribute to continuous improvement initiatives and implement changes to systems and processes.
- Capacity to provide guidance and support to managers and coordinators on financial management matters.
- Ability to prepare reports, briefing materials and other written documentation of a high standard

Interpersonal Skills

- Well-developed communication skills with the ability to explain financial information to a range of audiences.
- Ability to gain cooperation and assistance from managers, coordinators, employees and external stakeholders in the administration of defined financial management activities, reporting requirements and process improvement initiatives.



Qualifications and Experience

- Degree qualification in Accounting, Finance, Business, Commerce or a related discipline.
- Relevant experience in budgeting, financial analysis, reporting and financial management.
- Experience developing or improving financial systems, processes and reporting frameworks.
- Experience working with financial management systems and data analysis tools..

Mandatory Requirements

- Current Employee Working with Children Check
- National Police Check
- Right to work in Australia

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.



Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

1. Demonstrated experience in budgeting, financial analysis, forecasting and financial reporting.
2. Proven ability to develop and improve financial systems, processes and performance monitoring frameworks.
3. Strong analytical and problem-solving skills, including the ability to investigate issues and develop evidence-based recommendations.
4. Ability to communicate complex financial information clearly to non-financial stakeholders.
5. Well-developed organisational skills and the ability to manage multiple priorities and reporting deadlines.
6. Experience building productive working relationships and providing specialist advice to managers and operational leaders.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.