



Position Details

Position title:	Head of Financial Strategy and Portfolio
Award Classification:	SEO
Department:	Finance
Division:	Governance and Performance
Date Approved:	August 2026
Approved By:	Chief Financial Officer

Organisational Relationships:

Reports To:	Chief Financial Officer
Supervises:	Financial Strategy and Business Partnering Portfolio
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

- To provide strong leadership, advice, and management of financial strategy, planning, and reporting.
- To ensure the completeness, accuracy and timeliness of information presented in financial reports and analysis to the Executive Leadership Team and/or Council for decision making.
- To provide strategic leadership in financial governance, compliance and internal controls by developing and maintaining policies, procedures and monitoring frameworks that ensure compliance with legislation, accounting standards and best practice financial management.

Key Responsibilities and Duties

- Lead the development and implementation of long-term financial strategies and plans.

- Lead and oversee the development, coordination and delivery of the annual budget including Councillor briefing presentations.
- Lead the financial evaluation of major strategic initiatives, service reviews, business cases and capital investment decisions to support Council priorities and long-term financial sustainability.
- Provide strategic financial advice to the CFO, ELT, Council and Committees on emerging financial risks, opportunities and policy implications.
- Provide accurate, relevant and timely services through effective leadership and a strong customer focus in the key areas of financial planning, financial forecasting, management reporting and financial compliance.
- Analyse, interpret and communicate complex financial and business information, including financial modelling, scenario analysis and business cases, to support evidence-based decision-making, strategic planning and the delivery of organisational objectives.
- Build organisational capability in financial management.
- Ensure the effective governance and continuous improvement of budgeting systems, financial ledgers, and reporting tools and dashboards.
- Undertake other duties and responsibilities commensurate with the level, scope and accountabilities of a senior leadership role.

Accountability and Extent of Authority

- Exercise level four (4) management delegations and make decisions and recommendations as otherwise directed.
- Authority for sound management of staff and resources within team.
- Develop and implement organisation-wide financial strategies, policies and governance frameworks that support Council objectives and long-term financial sustainability
- Accountable for the achievement of performance targets (KPIs).
- Accountable for key financial acquittals, returns and agreements are remitted on time.
- Accountable for leading organisation-wide financial strategy, long term financial planning and financial governance frameworks that influence Council policy, resource allocation and organisational sustainability.

Judgement and Decision Making

- Decisions and action taken by incumbent may have a significant effect on the public perception of the wider organisation.
- Ability to operate with little direct supervision within a broad policy and legal framework.
- Provide direction and advice to internal and external stakeholders on financial performance, analysis and compliance.
- Responsible for resolving complex financial and strategic issues through the analysis of options and risks to support organisational decision making.
- Responsible for continuous improvement on team functions.

Specialist Skills and Knowledge

- Strong ability to lead and coordinate the annual budget process.
- Significant experience, knowledge in finance management and analysis including financial modelling and its relationship with the broader organisational strategies and objectives.
- Strong ability to apply advanced problem-solving and analytical techniques to resolve complex financial and organisational challenges.
- High level analytical skills, especially the interpretation and presentation of complex information to make informed and sound decisions
- Strong knowledge of budgeting, accounting, and financial procedures as they relate to the management operations and project portfolio in a government environment.
- Strong understanding and knowledge in using and developing budgeting systems.
- Expert knowledge of long-term financial strategy, governance and sustainability principles and their application to organisational decision making and policy development.

Management Skills

- Actively manage the learning and development of staff through personal leadership, coaching and performance management. Act as a role model and mentor to staff.
- Develop organisational capability through leadership of specialist finance professionals, workforce planning and succession planning across the Financial Strategy and Business Partnering Portfolio.
- Ability to manage own time, plan and organise own and / or others work at an advanced level.
- Facilitating effectiveness through empowering, motivating and developing staff within a work environment that promotes diversity, trust and respect.

Interpersonal Skills

- Excellent written and presentation skills including demonstrated ability to skilfully communicate strategy, plans and complex issues effectively with people across Council, including Council, Executive Leadership Team, department managers, staff.
- Excellent interpersonal skills with the proven ability to influence, negotiate and build productive relationships with executives, stakeholders, Councillors and employees.
- Ability to inspire a team to deliver high quality internal customer services.

Qualifications and Experience

- Professional membership of CPA Australia or the Institute of Chartered Accountants of Australia
- Tertiary qualifications in finance related discipline (commerce, accounting, economics, business) are essential.

- Extensive senior experience in financial strategy, budgeting, governance, reporting and business partnering within a large and complex organisation.
- Management experience in leading a team and managing relationships across a complex and diverse organisation.
- Outstanding verbal and written communication skills.

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

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

- CPA qualified or equivalent, with extensive senior leadership experience in financial strategy, planning, and governance.
- Demonstrated experience leading organisational budgeting, forecasting, long-term financial planning in a large, complex organisation.
- Proven ability to influence strategic decisions through financial analysis, modelling, and business case development.
- Excellent communication and interpersonal skills to collaborate effectively across all levels of the organisation.
- Demonstrated ability to lead, motivate and develop high-performing teams in a complex environment.
- Strong understanding of financial systems, data analytics and continuous improvement practices.
- Excellent written, verbal and presentation skills.

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.