



Position Details

Position title:	Head of Financial Accounting and Services
Award Classification:	SEO
Department:	Finance
Division:	Governance and Performance
Date Approved:	March 2026
Approved By:	Chief Financial Officer

Organisational Relationships:

Reports To:	Chief Financial Officer
Supervises:	Financial Accounting, Payroll Services, Accounts Payable and Accounts Receivable functions
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, internal and external auditors, financial institutions, suppliers, consultants and Contractors

Position Objectives

- A robust financial control environment is maintained, ensuring compliance with legislation and Australian Accounting Standards, effective risk management, and protection of financial assets.
- Council funds are managed strategically and sustainably, with financial strategies, policies and frameworks enabling the organisation to meet both short-term obligations and long-term service delivery objectives.
- Senior management councillors, and committees are supported with timely accurate, and insightful financial advice that improves accountability and the quality of organisational decisions.
- Financial acumen, innovation, and continuous improvements are embedded across the organisation, leading to more efficient use of resources and improved value-for-money outcomes.



Key Responsibilities and Duties

This role is responsible for supporting the City of Port Phillip by:

- Lead and coordinate the end of financial year process and preparation of the annual financial statements.
- Ensure accurate and timely preparation of financial statements, reports, and disclosures in accordance with relevant accounting standards and legislative requirements.
- Manage cash flow, liquidity, debt, and treasury operations to ensure financial resilience.
- Coordinate and support external and internal audit activities, including liaison with auditors and regulatory bodies.
- Providing accurate, relevant and timely services through effective leadership and a strong customer focus in the key areas of financial accounting, payroll services, accounts payable and accounts receivable.
- Provide assurance over the effectiveness of department contract management practices, including associated mitigation actions.
- Maintain the integrity and accuracy of Council's financial information, data and systems.
- Develop, recommend and implement policies and procedures to ensure compliance with relevant accounting standards, the efficient operation of the Financial Services team, the safeguarding of ratepayer monies and the ability for Council to meet their obligations and continue the day-to-day operations for the community.
- Discharging Council of its obligation to comply with statutory reporting requirements under various Acts and accounting conventions, namely the Local Government Act and Australian Accounting Standards.
- Interpret, analyse and present financial and related information to facilitate the understanding of options to resolve complex problems.

Accountability and Extent of Authority

- Exercise level four (4) management delegations and make decisions and recommendations as otherwise directed.
- Supervise, support and develop the Financial Accounting and Services team.
- Provide financial resource leadership and expert advice to the Executive Management Team on specific financial issues.
- Ensure the completeness, reliability, accuracy and usefulness of information presented in financial reports that are submitted to executive management, the Council and external authorities.
- Promote customer service and governance as core values for the team and develop sound working relationships across the organisation.
- Promoting and modelling a service culture at the City of Port Phillip and influencing others to share ownership of the department's goals.



Judgement and Decision Making

- High level of judgement and decision making in respect of complex accounting, software and legislative issues, including fixed assets, provisions and grants accounting.
- interpret and apply of legislation in accordance with Australian and International Accounting Standards and State Government directives.
- Develop, interpret and enforce policies to ensure Councils internal control frameworks are not compromised.
- 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 continuous improvement of team functions.

Specialist Skills and Knowledge

- Strong ability to lead and coordinate Council's annual year end close and completion of the annual financial report.
- Managing ad-hoc financial analysis and investigations to ensure the provision of timely and in-depth advice as required.
- Oversee the preparation of relevant government returns/surveys as relevant to the role. Review and sign off these returns and surveys before the due date.
- Maintain appropriate internal service standards and regular review and improvement of financial services processes and procedures.
- Monitor Council's cash flow and cash flow projections and ensure optimum rates of return are achieved on surplus funds within the parameters of the investment policy.
- Ensure the integrity of Council's financials by regularly reviewing the balance sheet and substantiating the carrying value of assets and liabilities.
- High level analytical skills, especially the interpretation and presentation of complex information to make informed and sound decisions
- Strong knowledge of accounting and financial procedures as they relate to the management operations in a government environment.
- Strong understanding and knowledge in using and developing financial systems.
- High level analytical skills and ability to apply practical problem-solving techniques to resolve challenges that may arise and to make informed and sound decisions.

Management Skills

- Reinforce the value of team members through appropriate forms of recognition and demonstrate a genuine and active concern for others and their needs



- Promote and encourage teamwork and cooperation to achieve common goals and shared objectives while encouraging individual contributions
- 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 staff management capabilities and staff succession planning within the team.
- Ensure various returns and surveys are submitted to government agencies and bodies on a timely basis
- Authorise financial and non-financial transactions in accordance with level of delegated authority.
- Ensure teams are resourced and supported to deliver services and have the necessary tools including software to perform their duties and enable Council to meet legislative requirements.

Interpersonal Skills

- Excellent written and presentation skills including demonstrated ability to skilfully communicate complex issues effectively with people across Council, including Council, Executive Leadership Team, department managers, staff.
- Excellent interpersonal skills with the proven ability to build positive and productive relationships with the executives, colleagues, stakeholders and employees.
- Ability to inspire a team to deliver high quality internal customer services.
- Develop and maintain effective relationships with internal customers and external agencies
- The ability to lead a team in change environment and foster an environment of continuous improvement.
- Ability to gain cooperation and assistance from staff at all levels of the organisation

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.
- Minimum of five years' experience in accounting or finance in a senior position.
- Demonstrated experience in the management of an organisation's financial resources.
- Management experience in leading a team and managing relationships across a complex and diverse organisation.



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

- Extensive and relevant work experience (minimum of 5 years senior accounting and management experience) including proof of Professional membership of CPA Australia or the Institute of Chartered Accountants of Australia.



- Proven management skills, together with the technical skills to lead, manage and coordinate a team in a large and complex organisation.
- A demonstrated knowledge of Australian Accounting Standards and their application within the local government sector.
- Highly effective communication and leadership skills, including the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation to achieve successful outcomes.
- Demonstrated ability to provide leadership to a team to motivate, develop and empower staff to achieve excellence in work performance, customer service and alignment/delivery of business plans.
- Excellent written, oral communication and presentation skills.
- An advanced knowledge of the application of various financial management information systems.

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.