

## POSITION INFORMATION

<b>POSITION TITLE</b>	Financial Controller		
<b>POSITION NUMBER</b>	TBD		
<b>DIRECTORATE</b>	Community and Corporate Services		
<b>DEPARTMENT</b>	Finance and Payroll		
<b>REPORTS TO</b>	Executive Director Community and Corporate Services		
<b>CLASSIFICATION</b>	SES-1		
<b>EMPLOYMENT STATUS</b>	Ongoing	<b>FTE</b>	1
<b>DIRECT REPORTS</b>	7	<b>BUDGET</b>	\$1.4m (approx.)





## POSITION SUMMARY

The Financial Controller is responsible for the assured delivery of customer service excellence to the VICSES Board, senior management, budget managers, Volunteer Units, external organisations and other various stakeholders on VICSES finance and payroll functions to deliver compliant and tangible results within steadfast timeframes that are fiscally robust and responsible.

The Financial Controller reports to the Executive Director Corporate and Community Services and is responsible to the CEO and VICSES Board for ensuring VICSES is administered according to the principles of sound financial management and good governance in accordance with the VICSES strategic and operational frameworks, relevant legislation and directions issued under the *Financial Management Act 1994*.

The Financial Controller is responsible for leading and managing the Finance and Payroll teams in the delivery of integrated financial and business management services that requires a high standard of financial governance, together with strategic and operational agility.

## OUR STRATEGIC CONTEXT

<p><b>Our Vision &amp; Mission</b></p>	<p><b>Safer Communities - Together.</b></p> <p>Partner with communities, government, other agencies and business to provide timely and effective emergency management services, building community preparedness, disaster resilience and contributing to risk prevention.</p>
<p><b>Our Values</b></p>	<p><b>VICSES Values</b></p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>We pride ourselves on our credibility</p> </div> <div style="text-align: center;">  <p>We are part of our community</p> </div> <div style="text-align: center;">  <p>Safety drives our decisions</p> </div> <div style="text-align: center;">  <p>Focused and adaptable</p> </div> <div style="text-align: center;">  <p>Together we are VICSES</p> </div> </div>

<p><b>Our Context</b></p>	<p>Victoria State Emergency Service (VICSES) is a volunteer-based emergency service. We are the control agency for flood, storm, tsunami, earthquake and landslide emergency, we take the lead in the preparation and response for those hazards. Under the coordination of Emergency Management Victoria (EMV), VICSES works within the broader emergency management sector, wherein all agencies and services work as one to ensure the safety of the Victorian community.</p> <p>As the largest road rescue network in Australia we have specialist teams that provide a 24/7 response to road accident and trauma incidents. We assist Victoria Police in search and rescue operations, and play an important role in supporting the Country Fire Authority (CFA), Fire Rescue Victoria (FRV), Parks Victoria and the Department of Energy, Environment and Climate Action (DEECA) during major bushfire and emergency incidents.</p> <p>We also work closely with key partners and municipal councils throughout Victoria to develop and improve their emergency management plans in relation to the performance and exercise of their duties and responsibilities under the Emergency Management Acts 1986 and 2013.</p>
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<h2 style="text-align: left; margin: 0;">KEY RESPONSIBILITIES</h2>	
<p><b>Key Accountabilities</b></p>	<ul style="list-style-type: none"> <li> <span style="color: #a52a2a;">■</span> <b>Financial and budget management</b> <ul style="list-style-type: none"> <li>▪ The role performs the function and responsibilities of Chief Finance and Accounting Officer as specified in the Financial Management Act 1994 (Vic).</li> <li>▪ Apply cumulative knowledge of all the legislative acts, reforms and extensive expertise across finance and payroll functions.</li> <li>▪ Strategic oversight of the VICSES accounting functions to successfully deliver financial outcomes and tax-related matters in an accurate and timely manner through the provision of competent financial expertise and advice whilst complying with organisational policies and procedures and legislative requirements.</li> <li>▪ Strengthen VICSES' core financial and budget management capability to drive a 'best practice' finance function with effective and efficient business processes and a high standard of internal controls. This includes financial planning linked to annual financial statement processes, business planning, contemporary reporting, underpinned by strong governance, controls and compliance frameworks.</li> <li>▪ Maximise the effective and efficient operation of the VICSES, accounts payable (in conjunction with the Accounts Officer), accounts receivable, VHO SAP Purchasing, VICSES purchasing cards and banking functions.</li> <li>▪ Enhance financial management at VICSES Volunteer Units by providing guidance, support, and training to Volunteer Units on financial management and systems, overseeing the coordination of the annual Unit Financial Audits, quarterly Unit BAS returns and information for inclusion into the VICSES annual financial statements, and undertaking reviews into appropriate financial practice by volunteer units.</li> </ul> </li> <li> <span style="color: #a52a2a;">■</span> <b>Financial sustainability</b> <ul style="list-style-type: none"> <li>▪ Provide direction and strategic financial advice and options on current budget and cashflow positions and forecast modelling for emerging financial trends and key risks to support sustained financial resilience of the organisation.</li> <li>▪ Develop and lead processes to ensure VICSES understands and is able to predict core cost drivers and issues.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Advise the Executive and the Board of financial implications and risks associated with current and projected service delivery and assets and future financial sustainability.</li> <li>■ <b>Payroll</b> <ul style="list-style-type: none"> <li>▪ Oversight and authorisation of pays, and extraordinary payments, to ensure payments to employees are accurate, on time and compliant with legislative and Enterprise Agreement requirements.</li> <li>▪ Provide professional and expert advice to the Board, Management, and all staff on payroll issues.</li> <li>▪ Identify, establish, build, and maintain effective network links and relationships with key stakeholders, and supporting the change management, implementation and monitoring Enterprise Agreement/s.</li> </ul> </li> <li>■ <b>Strategic leadership and delivery:</b> <ul style="list-style-type: none"> <li>▪ Acting with full accountability for the integration of policy, regulatory, delivery and program initiatives for the finance and payroll functions.</li> <li>▪ Develop strategies and systems which monitor and evaluate project/program performance, effectively utilising internal and external resources, and obtaining agreement and commitment of influential stakeholders often across VICSES.</li> <li>▪ Contribute to shaping the organisation’s strategic vision and culture as a member of the senior management and take full responsibility for developing the strategic direction for the area of responsibility, integrating a range of activities, programs and functions to support organisational goals and priorities</li> <li>▪ Review and improve organisational effectiveness by developing processes, overseeing employees, establishing a highly motivated work environment, and creating innovative approaches for improvement.</li> <li>▪ Build a cohesive team and inclusive culture to provide support to the organisation with an effective, efficient, and accountable manner, providing expert and authoritative leadership and strategic direction to staff and volunteers.</li> <li>▪ Actively engage in ensuring a psychologically healthy and safe workplace by participating in consultation, training, psychosocial risk management and mental health related activities.</li> <li>▪ Model and foster behaviours that demonstrate a dedication to building a safe and supportive work environment.</li> </ul> </li> <li>■ <b>Stakeholder engagement:</b> <ul style="list-style-type: none"> <li>▪ Drive continuous improvement to lift the quality of all financial reporting processes and outputs in line with the Victorian Government best practice standards for accounting, reporting and audit advice, working cooperatively and collaboratively with all staff, management, and external stakeholders to maximise performance, creativity, problem solving and results.</li> </ul> </li> <li>■ All other duties as directed.</li> </ul>
	<p><b>INTERNAL</b></p>

<p><b>Organisational Relationships</b></p>	<ul style="list-style-type: none"> <li>■ Responsibility of the Finance and Payroll teams.</li> <li>■ This position reports directly to the Executive Director Community and Corporate Services.</li> <li>■ Strong liaison with senior management, cost centre managers, and Volunteers Units.</li> <li>■ Specialist advice and support to VICSES Board and Executive Team.</li> </ul> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>■ Liaison with external and internal auditors.</li> <li>■ Government Departments (including DJCS, EMV, CSBA), Auditors and other agencies.</li> <li>■ Liaison with financial institutions.</li> <li>■ Liaison with State and federal taxation agencies.</li> <li>■ Other relevant stakeholders.</li> </ul>
<p><b>Extent of Authority</b></p>	<p>Acts within relevant legislation, government guidelines and VICSES policy and procedures.</p>

<p><b>KEY SELECTION CRITERIA</b></p>	
<p><b>Skills</b></p>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>■ A recognised accounting qualification - CPA or ACA is mandatory.</li> <li>■ Extensive experience at the senior level in the management and leadership of a significant financial and payroll services including <b>taxation, compliance, asset management, insurance, reporting and legal issues in a complex organisation with significant income, contract management and reporting requirements</b></li> <li>■ Strong commercial ability and acumen and a strong track record of achievement in financial and payroll management and the development of financial and organisational strategy.</li> <li>■ Demonstrated expertise running a complex budget process with multi-stream funding and specific programs and projects.</li> <li>■ Demonstrated track record of developing, leading, and delivering operational, process and strategic change programs in a dynamic operating environment.</li> <li>■ Proven ability to lead, manage and motivate a team and build a culture of innovation and service excellence.</li> <li>■ Significant experience working with, advising, and reporting to Boards and audit committees.</li> </ul>

	<ul style="list-style-type: none"> <li>■ Proven stakeholder relationship management – ability to build relationships and strategic partnerships with VICSES stakeholders including key government, non-government, and statutory agencies.</li> <li>■ Excellent interpersonal skills, diplomacy, and political nous.</li> <li>■ Strong organisational, negotiation and project management skills.</li> </ul> <p>DESIRABLE</p> <ul style="list-style-type: none"> <li>■ Experience in public sector with knowledge and success navigating the Financial Management Act 1994 (Vic) and the complexities of resource management in a public sector environment including financial management policy and compliance requirements, and an understanding of statutory authority arrangements.</li> <li>■ Superior customer focus with an appreciation of the operations of volunteer-based and community services organisations.</li> </ul>
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<b>CAPABILITY FRAMEWORK</b>	
<b>Personal Effectiveness</b> Ability to work effectively, productively, and consistently	Expert
<b>Team Membership</b> Ability to build cooperative relationships within the team and with other teams at VICSES	Expert
<b>Service Focus</b> Ability to provide a high consistent standard of customer service, both internally and externally	Expert
<b>Problem Solving</b> The ability to understand problems or risks, assess options and develop sound and timely solutions	Expert
<b>Results Focus</b> The drive and resilience to consistently achieve quality results in line with VICSES's values, vision, purpose and goals	Expert
<b>Operational Improvement</b> The ability to improve the effectiveness and efficiency of processes	Expert
<b>Leadership and Development of People</b> The ability to value and harness the contribution of others to achieve VICSES goals and objectives	Expert
<b>Management of Projects and Initiatives</b> The ability to plan for and deliver a specific outcome within clearly defined time and resource constraints	Expert
<b>Impact and Influence</b> The ability to present key points of an argument persuasively, gain agreement to proposals, and represent the interests of VICSES	Expert
<b>Management of Business Activities</b>	Expert

The ability to consistently and skillfully lead and manage VICSES business activity	
<b>Strategic Thinking</b> Ability to sense and analyse situations and formulate strategies that create sustainable value for the organization.	Competent

<b>SHARED RESPONSIBILITIES</b>	
<b>Health, Safety, &amp; Wellbeing Focused</b>	VICSES aims to be an industry leader in wellbeing where our people consider safety from all angles before we act. All members have a deep understanding of the importance of physical and psychological safety, and we are dedicated to applying lessons learnt on a daily basis. At VICSES, we believe that safety is everyone's job.
<b>One Team</b>	Collaboration is a core practice and embedded in our ways of working across units, regions, and the state. VICSES members adopt a 'whole service' focus and consider actions that support the broader goals of the organisation, its members, and the community.
<b>Volunteer Focused</b>	Volunteer experience is core in all actions across VICSES and our volunteer members are central to our decision-making processes. We aim for all members to have a deep understanding and appreciation of volunteer needs and values.
<b>Diversity &amp; Inclusion</b>	Diversity and inclusion are valued as key to success at VICSES. D&I practices are embedded into every facet of VICSES operations, and all members are empowered to be advocates for diversity and inclusion. D&I is simply how we work at VICSES.
<b>Safeguarding Children</b>	VICSES is committed to being a child safe organisation. At VICSES we support the safety, participation, wellbeing and empowerment of children we seek to ensure the safety of children involved in all VICSES activities. It is the responsibility of all members to comply with the Child Safety Policy, and act in accordance with the Child Safety Code of Conduct.
<b>Curiosity</b>	VICSES aims to build a culture of innovation, open ideation, and problem solving. We question assumptions and seek to understand challenges before jumping in. We value learning and do so from both our successes and our failures.
<b>Enabling Leadership</b>	Leaders at all levels are empowered and supported to take on responsibility for VICSES outcomes and positive member experiences. Leaders are willing to be accountable, to adapt, and to encourage constructive dialogue.

<b>Prepared by</b> Executive Director Community and Corporate Services	<b>Date:</b> October 2024
<b>Approved by</b> Chief Executive Officer	<b>Date:</b> October 2024